



San Bernardino Associated Governments

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- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
 - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
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AGENDA

Administrative Committee Meeting

March 12, 2008

9:00 a.m.

Location

SANBAG

Super Chief Conference Room

1170 W. 3rd Street, 2nd Floor

San Bernardino, CA

Administrative Committee Membership

Chair – SANBAG Vice President

Supervisor Gary Ovitt
County of San Bernardino

SANBAG President

Mayor Lawrence Dale
City of Barstow

SANBAG Past President

Supervisor Dennis Hansberger
County of San Bernardino

Mt./Desert Representatives

Mayor Rick Roelle
Town of Apple Valley

Mayor Mike Leonard
City of Hesperia

Supervisor Brad Mitzelfelt
County of San Bernardino

East Valley Representatives

Council Member Bea Cortes-Moore
City of Grand Terrace

Mayor Bob Christman
City of Loma Linda

Supervisor Josie Gonzales
County of San Bernardino

West Valley Representatives

Council Member Gwenn Norton-Perry
City of Chino Hills

Mayor Paul Eaton
City of Montclair

Supervisor Paul Biane
County of San Bernardino

San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.

In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:

***The San Bernardino County Transportation Commission**, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.*

***The San Bernardino County Transportation Authority**, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.*

***The Service Authority for Freeway Emergencies**, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.*

***The Congestion Management Agency**, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.*

***As a Subregional Planning Agency**, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.*

Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.

**San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
Service Authority for Freeway Emergencies
County Congestion Management Agency**

AGENDA

Administrative Committee Meeting

March 12, 2008

9:00 a.m.

Location: SANBAG, Super Chief Conference Room, 1170 W. 3rd Street, 2nd Floor,
San Bernardino

CALL TO ORDER 9:00 a.m.
(Meeting Chaired by Lawrence Dale)

- I. Attendance
- II. Announcements
- III. Agenda Notices/Modifications – Anna Aldana

1. Possible Conflict of Interest Issues for the Administrative Committee Meeting March 12, 2008. Pg. 5

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

Consent Calendar

Consent Calendar items shall be adopted by a single vote unless removed by member request.

Administrative Matters

2. Attendance Register Pg. 6

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum.

3. Procurement Report for February 2008 Pg. 8

Receive Monthly Procurement Report. Cynthia Cordova

Notes/Actions

Discussion Items

Administrative Matters

4. **2008/2009 Budget – Administrative Committee Task Review and the Measure I Revenue Budget Estimate** Pg. 10

Review and provide direction relative to proposed tasks to be included in the 2008/2009 Budget and the Measure I revenue estimate for the 2008/2009 Budget. **Cynthia Cordova**

Program Support/Council of Governments

5. **SANBAG Advocacy Trip.** Pg. 61

Receive report. **Jennifer Franco**

Transportation Programs & Fund Admin.

6. **Request for Proposal (RFP) for Compliance and Fiscal Auditing of the Transportation Development Act (TDA) Claimants, Proposition 1B Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) Project Sponsors and Measure I Local Pass-Through Recipients** Pg. 64

Authorize the release of RFP 08-163 for qualified firms to provide compliance and fiscal auditing of the TDA claimants, PTMISEA sponsors and Measure I Pass-Through recipients for Fiscal Years 2007/08, 2008/09 and 2009/10. **Mike Bair**

Comments from Committee Members

Public Comment

ADJOURNMENT

Additional Information

Acronym List

Pg. 95

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Meeting Procedures and Rules of Conduct

Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

Accessibility

The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at 1170 W. 3rd Street, 2nd Floor, San Bernardino at least 72 hours in advance of the meeting. Complete packages of this agenda are available for public review at the SANBAG offices and our website: www.sanbag.ca.gov. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Agenda Actions – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

Closed Session Agenda Items – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

Public Testimony on an Item – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

Agenda Times – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

Public Comment – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under "Public Comment" may not be acted upon at that meeting. "Public Testimony on any Item" still apply.*

Disruptive Conduct – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

**SANBAG General Practices for Conducting Meetings
of
Board of Directors and Policy Committees**

Basic Agenda Item Discussion.

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.

The Vote as specified in the SANBAG Bylaws.

- Each member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

Amendment or Substitute Motion.

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he would like to amend his motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is not addressed until after a vote on the first motion.
- Occasionally, a motion dies for lack of a second.

Call for the Question.

- At times, a member of the Board/Committee may “Call for the Question.”
- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

The Chair.

- At all times, meetings are conducted in accordance with the Chair’s direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Board/Committee Chair.

Courtesy and Decorum.

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

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- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies
-

Minute Action

AGENDA ITEM: 1

Date: March 12, 2008

Subject: Information Relative to Possible Conflict of Interest

Recommendation*: Note agenda items and contractors/subcontractors which may require member abstentions due to possible conflicts of interest.

Background: In accordance with California Government Code 84308, members of the Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Contractor/Agents	Subcontractors
		NONE	

Financial Impact: This item has no direct impact on the budget.

Reviewed By: This item is prepared monthly for review by the Board of Directors and Policy Committee members.

Approved
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD - 2008

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Paul Biane Board of Supervisors	X	X										
Robert Christman City of Loma Linda	X	X										
Mike Leonard City of Hesperia	X	X										
Bea Cortes City of Grand Terrace	X	X										
Lawrence Dale City of Barstow	X	X										
Paul Eaton City of Montclair	X	X										
Josie Gonzales Board of Supervisors												
Dennis Hansberger Board of Supervisors	X	X										
Brad Mitzelfelt Board of Supervisors	X	X										
Gary Ovitt Board of Supervisors	X	X										
Gwenn Norton-Perry City of Chino Hills												
Rick Roelle Town of Apple Valley	X											

X = Member attended meeting.
admatt08.doc

* = Alternate member attended meeting. Empty box = Member did not attend meeting

Crossed out box = Not a member at the time.

ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD - 2007

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Paul Biane Board of Supervisors	X	X	X		X	X	X	X				X
Robert Christman City of Loma Linda	X	X		X	X	X	X	X	X	X	X	X
Kevin Cole City of Twentynine Palms	X	X	X	X	X	X	X					
Mike Leonard City of Hesperia												
Bea Cortes City of Grand Terrace	X	X	X	X	X		X	X	X	X		X
Lawrence Dale City of Barstow	X	X	X	X	X	X	X	X	X	X	X	X
Paul Eaton City of Montclair		X		X	X	X	X	X	X	X		X
Josie Gonzales Board of Supervisors	X		X	X	X		X	X				X
Dennis Hansberger Board of Supervisors	X	X		X	X		X	X		X	X	X
Brad Mitzelfelt Board of Supervisors	X	X		X						X		
Gary Ovitt Board of Supervisors	X	X	X	X		X	X		X		X	X
Gwenn Norton-Perry City of Chino Hills		X	X	X	X			X		X	X	X
Rick Roelle Town of Apple Valley	X	X	X		X	X		X	X	X		X

X = Member attended meeting.

* = Alternate member attended meeting. Empty box = Member did not attend meeting

Crossed out box = Not a member at the time.

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 3

Date: March 12, 2008

Subject: Procurement Report for February 2008

Recommendation:* Receive Monthly Procurement Report.

Background: The Board of Directors approved the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997. The Executive Director, or designee, is authorized to approve Purchase Orders up to an amount of \$25,000. All procurements for supplies and services approved by the Executive Director, or his designee, in excess of \$5,000 shall be routinely reported to the Administrative Committee and to the Board of Directors.

Attached are the purchase orders in excess of \$5,000 to be reported to the Administrative Committee for the month of February 2008.

Financial Impact: This item imposes no impact on the FY 2007/2008 Budget. Presentation of the monthly procurement report will demonstrate compliance with the Contracting and Procurement Policy (Policy No. 11000).

Reviewed By: This item is scheduled for review by the Administrative Committee on March 12, 2008.

Responsible Staff: Cynthia A. Cordova, Accounting Manager

Approved
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

PURCHASE ORDERS ISSUED FOR February 2008

P.O. #	Vendor	Purpose	Sale Source Y/N	Amount
P08153	Economics & Politics, Inc.	Measure I Economic Forecast for FY 2009/2010	Yes - Economics and Politics has historically done the Measure I Forecasts. This vendor is recognized as the source for Inland Empire economic analysis.	\$ 10,000.00
			TOTAL PURCHASE ORDERS ISSUED	\$ 10,000.00

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 4

Date: March 12, 2008

Subject: 2008/2009 Budget – Administrative Committee Task Review and the Measure I Revenue Budget Estimate

Recommendation:* Review and provide direction relative to proposed tasks to be included in the 2008/2009 Budget and the Measure I revenue estimate for the 2008/2009 Budget.

Background: SANBAG staff has been developing tasks relative to the 2008/2009 Budget. Details included with this item are narrative descriptions and draft total budget information for the tasks which come under the purview of the Administrative Committee. This review of tasks is intended to gain input on the appropriateness of the type and scope of the work effort. At this time, budget amounts and fund types are preliminary pending agency-wide revenue and expenditure compilation and review by SANBAG policy committees

The following tasks are presented for Committee review:

<u>Task Number</u>	<u>Description</u>	<u>Manager</u>
10409000	Inter-Governmental Relations	Franco
50309000	Legislation	Franco
49009000	Council of Govts. New Initiatives	Barmack
60509000	Publications & Public Outreach	Barmack
50109000	Federal/Transit Act Programming	Bair
50209000	TDA Administration	Bair
50609000	Local Transportation Fund	Bair

*Approved
Administrative Committee*

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

<u>Task Number</u>	<u>Description</u>	<u>Manager</u>
50709000	State Transit Assistance Fund	Bair
51309000	Measure I Valley E & D	Bair
50409000	Measure I Admin – Valley	CFO
91800000	Valley Measure I Local	CFO
80509000	Building Operations	CFO
80609000	Building Improvements	CFO
94209000	Financial Management	CFO
90709000	Debt Service – Big Bear/92 Issue	CFO
90809000	Debt Service – Mt. Unicorp./93 Issue	CFO
93109000	Debt Service – Major/97 Issue	CFO
94409000	Debt Service – Major/96 Issue	CFO
94609000	Debt Service – Barstow/96	CFO
94809000	Debt Service – Major/01 Issue A	CFO
94909000	Debt Service – Major/01 Issue B	CFO
95009000	Debt Service – Yucca Valley/01 Issue B	CFO

The proposed Measure I revenue estimate recommended by staff for the FY2008/2009 budget is based upon a 5.44% decrease over the FY 2006/2007 actual revenue. Actual 2006/2007 Measure I revenue increased less than 1% over the FY 2005/2006 revenue. Actual FY 2007/2008 revenue for the first 8 months is approximately 4% below FY 2006/2007 actual revenues for the same period. The staff recommendation represents a conservative Measure I revenue estimate for budget purposes to reflect the slowdown in taxable sales. An updated report on the Measure I revenue forecast will be presented at the March Plans and Programs Committee by Dr. John Husing.

The Administrative Committee serves as the primary policy committee for budget review. This agenda item provides for task level review. At the April meeting of the Administrative Committee, information will be presented relative to anticipated levels of revenue from all sources, staffing, and program level budgets.

Financial Impact: The tasks under the purview of the Administrative Committee are those which deal with the overall agency administration and support. These tasks will be part of the overall budget adoption which establishes the financial and policy direction for the next fiscal year.

Reviewed By: This item is scheduled for review by the Administrative Committee on March 12, 2008.

Responsible Staff: Cynthia A. Cordova, Accounting Manager

TASK: 10409000 INTERGOVERNMENTAL RELATIONS

OBJECTIVE: To foster SANBAG's involvement in a broad range of local, regional state and federal governmental settings.

ACCOMPLISHMENTS: San Bernardino Associated Governments (SANBAG) strengthened its advocacy efforts on goods movement-related issues by partnering with the Southern California Consensus Group. Members of the consensus group include SANBAG, Riverside County Transportation Commission (RCTC), Los Angeles County Metropolitan Transportation Authority (MTA), Orange County Transportation Authority (OCTA), Ventura County Transportation Commission (VVTC), Alameda Corridor Transportation Authority, Alameda Corridor East Construction Authority (ACE), Southern California Regional Rail Authority (SCRRA), the California Department of Transportation (Caltrans), the Ports of Los Angeles/Long Beach/Hueneme, South Coast Air Quality Management District (SCAQMD) and Southern California Association of Governments (SCAG). Collectively, the Southern California Consensus Group is well received in Sacramento and provides a more unified message while advocating for funding from the Trade Corridors Improvement Fund (TCIF). The Director met with elected officials in Sacramento, participated in meetings, conference calls, sought support letters and assisted in coordinating briefings held in Sacramento to promote SANBAG's priorities for TCIF.

SANBAG and RCTC also continued to hold periodic legislative luncheons for field representatives of state and federal office holders. The Director worked to coordinate with RCTC for the state's Business, Transportation and Housing Agency's hearing on TCIF, the Assembly Select Committee on Inland Empire Transportation Issues, and the Senate Select Committee on Alameda Corridor East, each held in San Bernardino. For each of these hearings, the Director assisted to prepare board members by providing background information and talking points. The Director also assisted with developing a press release for the SANBAG Board concerning the landmark effort to establish the Southern California National Freight Gateway Collaboration.

Additionally, the Director co-chaired the Transportation Committee for Inland Action and took a leading role establishing the agenda for the Inland Action Washington, D.C. advocacy trip. Inland Action has been instrumental in advocating for various projects.

DESCRIPTION: This work element groups all policy development, interagency activities and regional and statewide committee participation into one work element. Intergovernmental activity including Mountain/Desert, Inland, and city manager divisions of the League of Cities as well as the California State Association of Counties is included in this task. Staff also participates in statewide advocacy groups: e.g., the Self-Help County Coalition, Southern California Legislative Roundtable, Southern California Associated Governments, California Association of Councils of Governments, California Transit Association and the International City/County Management Association.

This task also provides for collaboration with local, State, and Federal agencies relative to SANBAG's Measure I Program.

SANBAG support for the monthly San Bernardino City/County Managers Technical Advisory Committee is budgeted in this task. The work element supports the participation and dues for SANBAG Board Members in California Association of Council of Governments and Western Council of Governments' meetings.

WORK ELEMENTS:

- 1. Participation in the Self-Help Counties Coalition, and the League of Cities Transportation and City Managers Department meetings (bi-monthly), the International City/County Management Association, and the California Transit Association.**
- 2. Participation in League of California Cities, Inland & Desert/Mountain Division, as well as each League Division's new Legislative Task Force.**
- 3. Support of SANBAG's City/County Managers Technical Advisory Committee meetings.**
- 4. Augmenting the bi-monthly CALCOG Directors meeting, CALCOG conducts an annual two-day policy conference in April, and a Board meeting in conjunction with either the League of Cities or the California State Association of Counties (CSAC) annual meeting in the October-November time frame.**

PRODUCTS: SANBAG involvement and leadership in regional and statewide government associations. Fuller understanding and support for SANBAG policies and program by member jurisdictions, regional and state organizations.

Through enhanced outreach, engender a broader understanding of discretionary transportation projects and program issues. Periodic memoranda and board action items as well as text of speeches and presentations, will document these efforts.

FUNDING

SOURCES:	\$ 28,653	General Assessment Dues
	\$ 10,702	Measure I Mountain/Desert Administration Fund
	\$385,280	Measure I Valley Administration Fund
	<u>\$108,693</u>	<u>Measure I Valley Major Projects Fund</u>
	<u>\$533,328</u>	<u>TOTAL NEW BUDGET</u>
	\$ 0	Total Anticipated Encumbrances on 06/30/08
	\$ 0	Unbudgeted Obligations for Contracts Approved Prior to FY 2008/2009

MANAGER: Jennifer Franco

TASK NO. 10409000 Intergovernmental Relations
MANAGER: Jennifer Franco

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Salaries	80,965	114,000	125,870
Extra Help	0	0	0
Fringe Allocation	68,431	80,678	72,828
Indirect Allocation	124,280	174,763	172,430
CNG Van	0	100	200
Communications	0	300	500
Contributions/Other Agencies	0	5,368	6,000
Meeting Expense	4,798	2,500	2,500
Mileage Reimb/Nonemployee	127	0	100
Mileage Reimb/SANBAG Only	200	2,500	2,500
Office Expense	112	1,000	1,500
Postage	131	300	400
Printing – Internal Only	121	500	500
Printing – Miscellaneous	0	100	500
Professional Services	6,566	70,000	77,000
Subscriptions	0	500	500
Training/Membership	8,881	40,000	45,000
Travel – Air	2,280	14,000	14,000
Travel - Other	3,757	7,500	9,000
Travel – Other/Nonemployee	1,480	0	1,000
Travel – Air/Nonemployee	463	0	1,000
Total New Budget	\$0	\$0	\$0
Total Actual/Planned Budget	\$302,592	\$514,109	\$533,328

TASK: 50309000 LEGISLATION

OBJECTIVE: Advocate the funding, legislative, and administrative processes which provide for local decision-making relative to transportation priorities and the ability to deliver transportation projects in an economical and timely manner through participation in state and federal legislative and regulatory processes.

ACCOMPLISHMENTS: Throughout this year, SANBAG worked with its state and federal advocates to reach out to the advocacy firms of our member cities and county to reinforce SANBAG's unified message.

At the state level, a major accomplishment of the Legislative Program was the development of a legislative advocacy strategy, and the creation of a video and two sets of professionally designed facts sheets concerning SANBAG's most pressing transportation needs. SANBAG also sponsored Senate Concurrent Resolution 16, to name the Route 30/Interstate 215 interchange in honor of Gary Moon, former SANBAG director of freeway construction, which was chaptered.

In Washington, D.C., SANBAG worked hand-in-hand with Congressional representatives with the federal appropriations process. For FY2008, SANBAG was successful in advocating and securing earmarks for I-15/Base Line Road Interchange and Needles Highway. Currently, SANBAG has successfully submitted earmark requests for nine highway and transit projects.

Last year, a new staff was created to assist with this task, which afforded SANBAG the ability to provide more timely updates on legislative issues and to balance staff resources internally and externally.

DESCRIPTION: This program has three components; 1) monitoring state and federal legislation; 2) providing written information to the Board and recommending SANBAG positions on legislation to implement the Board's goals; and 3) creating legislative proposals, sponsoring and directly advocating legislation to carry out SANBAG legislative and administrative advocacy programs.

This budget contains staff expense costs for SANBAG's Executive Director, Director of Intergovernmental and Legislative Affairs, and a staff analyst position and staff support position. The task budget contains funding for two professional services contractors, representing the agency in Sacramento and Washington, D.C. Additional provisions of this budget also entail the cost for a regularly schedule board advocacy trip to Washington, D.C. and an annual SANBAG-sponsored trip for D.C. staffers to visit SANBAG.

WORK ELEMENTS:

1. Manage contracts and coordinate activity of SANBAG Sacramento and Washington, D.C. legislative advocacy firms:

- a. Up to eight annual trips to Washington, D.C. The number of trips also includes trips taken by the executive director related to this task.
 - b. Two Sacramento trips monthly.
 - c. Three trips per year for advocates to attend SANBAG meetings.
2. Convening periodic meetings with state, federal and local government legislative staff members:
 - a. Federal staff briefing, mid-January, second or third Friday.
 - b. Periodic state legislative staff issues briefings--lunch meetings.
 - c. SANBAG advocacy trip in D.C. for up to seven board members
3. Coordinate legislative strategies and positions with member agencies of the Southern California Legislative Roundtable, League of Cities, the California Transit Association, California Council of Governments (CALCOG), and state and federal legislators.
4. Preparation of legislative matrixes of key bills, written attachments and oral presentations to the SANBAG and appropriate SANBAG Committees.
5. Direct contact with legislative offices providing information on adopted SANBAG legislative positions.
6. To advocate for transportation-related issues under consideration in the state Legislature and Congress.

PRODUCTS: Products of this work element include enhanced knowledge of state and federal transportation issues by the SANBAG Board, as well as fiscal and regulatory benefits accruing from the passage of SANBAG sponsored legislation. Through the new Fiscal Year 2008/09 SANBAG legislative program, actions will be taken to seek federal earmarks, maintain funding at the state and federal level, and solicit legislative support.

FUNDING

SOURCES:	\$340,584	Measure I Valley Administration Fund
	\$ 87,689	Measure I Valley Major Projects Fund
	<u>\$ 19,406</u>	<u>Measure I Mountain/Desert Administration Fund</u>
	<u>\$447,679</u>	<u>TOTAL NEW BUDGET</u>
	\$ 0	Total Anticipated Encumbrances on 06/30/08
	\$ 0	Unbudgeted Obligations for Contracts Approved Prior to FY 2008/2009

MANAGER: Jennifer Franco

TASK NO. 50309000 Legislation
MANAGER: Jennifer Franco

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Salaries	42,549	69,982	70,774
Extra Help	2,092	0	11,514
Fringe Allocation	35,962	49,526	40,950
Indirect Allocation	67,052	107,282	96,954
Communications	0	1,000	2,000
Meeting Expense	472	3,500	4,500
Mileage Reimb/SANBAG Only	325	500	1,000
Office Expense	191	500	1,000
Postage	423	500	500
Printing – Internal Only	299	500	500
Printing - Miscellaneous	0	200	500
Professional Services	191,595	155,935	172,487
Subscriptions	1,989	5,000	5,000
Training/Membership	603	1,000	2,000
Travel - Other	4,982	6,000	6,000
Travel – Other/Nonemployee	2,287	0	10,000
Travel - Air	3,319	12,000	12,000
Travel – Air/Nonemployee	2,962	0	10,000
Total New Budget	\$0	\$0	\$0
Total Actual/Planned Budget	\$357,102	\$413,425	\$447,679

TASK: 49009000 COUNCIL OF GOVERNMENTS NEW INITIATIVES

OBJECTIVE: To serve as a depository for SANBAG membership dues which have been reserved for new initiatives related to Council of Governments activities.

ACCOMPLISHMENTS: This task was created in 1999/2000 to develop a reserve of funds which could be allocated to new initiatives approved by the SANBAG Board of Directors. Since creation of this task, funds have been allocated for exploration of e-Government strategies and analysis of the impacts of electrical power industry on local governments.

DESCRIPTION: SANBAG has collected general membership dues since its inception. The dues are assessed according to a formula based 50% on population and 50% on assessed valuation of each member jurisdiction. The general membership assessment is collected to fund the activities of SANBAG when acting in its role as Council of Governments.

The 1999/2000 budget included an increase in the Council of Governments' membership dues from \$28,654 to \$37,252. This dues augmentation was part of a Board approved strategy to increase the SANBAG general assessment by 30% annually in 1999/2000, 2000/2001, and 2001/2002. In April 2002, the SANBAG Board approved an annual increase in the general dues assessment, calculated upon the countywide average percentage of the increase in population and the countywide increase in assessed valuation, utilizing prior year data.

Prior to 1999/2000, the SANBAG dues were \$28,654 and were unchanged since 1978. During that period the dues were actually \$9,546 less than the original dues assessment of \$38,200 established in 1976.

In FY 2008/2009, \$28,654 of the general assessment dues has been budgeted in Task No. 10409000, Intergovernmental Relations, as established by the Board of Directors. The remaining amount of dues collected is budgeted in this task. In FY 2006/2007 the Board of Directors appointed a committee to review SANBAG's activities as a Council of Governments. Funding in this task will be available to support new Council of Governments activities as approved by the Board.

WORK ELEMENTS:

1. Reserve local funds from general assessment dues until such time as expenditures of the funds are approved for activities related to SANBAG's Council of Governments role.

FUNDING

SOURCES:	\$344,926	Local Funds – Carry Over FY 2007/08
	\$ 73,303	Local Funds – FY 2007/08 Additional Increment of
	<u>\$418,229</u>	<u>General Membership Dues</u>
		<u>TOTAL NEW BUDGET</u>
	\$ 0	Total Anticipated Encumbrances on 06/30/07
	\$ 0	Unbudgeted Obligations in Contracts Approved prior to
		FY 2008/2009

MANAGER: Deborah Robinson Barmack

TASK NO. 49009000 Council of Governments New Initiatives
MANAGER: Deborah Robinson Barmack

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Contributions/Other Agencies	279,843	344,926	418,229
Total New Budget	\$0	\$0	\$418,229
Total Actual/Planned Budget			\$418,229

TASK: 60509000 PUBLICATIONS AND PUBLIC OUTREACH

OBJECTIVE: To develop a comprehensive public communications program to inform member agencies, private partners, and the community at large regarding the broad range of SANBAG programs and methods by which they can provide input into those programs.

ACCOMPLISHMENTS: SANBAG has an on-going program of outreach and communication with the news media and community organizations in San Bernardino County. Through this task, SANBAG has established a cooperative working relationship with key community organizations that provides for public input into SANBAG programs, as well as development of community support for projects at the State and Federal level.

DESCRIPTION: This task provides for SANBAG's active participation with the general public, as well as with public and private sector organizations concerned with improving transportation and economic development throughout San Bernardino County. The program includes periodic publication of SANBAG information notices, development of program brochures, hosting of community meetings for various subregional projects and management of a media information program relative to all SANBAG activities.

Funding for consulting and professional services to perform the Inland Empire Annual Survey, Quarterly Economic Report, and website maintenance is included in this task.

WORK ELEMENTS:

1. Produce public information materials to educate SANBAG's various audiences on SANBAG programs. Materials include periodic SANBAG information bulletins, program related brochures, public broadcast materials and information packages.
2. Produce press releases and conduct on-going program of media relations to insure accurate and timely public information regarding SANBAG programs and projects.
3. Develop and implement special event activities relative to new and ongoing SANBAG programs and gain public input into SANBAG projects and programs.
4. Manage the SANBAG Internet Web Site.
5. Continue the Measure I Awareness Program to report on achievements made possible by the local transportation sales and use tax.
6. Sponsor the Inland Empire Survey.
7. Participate with various public and private organizations concerned with improving transportation and economic development within the County, including Inland Action, CLOUT, Morongo Basin Economic Development Consortium, Inland Empire Economic Partnership, Transportation California, the Inland Empire Transportation Coalition, and others.

8. Produce and distribute Quarterly Economic Reports to local government, private sector organizations, and the public.

PRODUCT: SANBAG information notices, press releases, specialized brochures, Inland Empire Annual Survey, Quarterly Economic Reports, and transportation related research, special events and media outreach efforts in support of overall SANBAG activities.

FUNDING

SOURCES:	\$506,962	Measure I Valley Administration Fund
	<u>\$ 5,532</u>	<u>Measure I Mountain/Desert Administration Fund</u>

<u>\$512,494</u>	<u>TOTAL NEW BUDGET</u>
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\$ 0	Total Anticipated Encumbrances on 06/30/08
\$ 0	Unbudgeted Obligations in Contracts Approved Prior to FY 2008/2009

MANAGER: Deborah Robinson Barmack

TASK NO. 60509000 Publications and Public Outreach
MANAGER: Deborah Robinson Barmack

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/07	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Salaries	103,511	110,795	125,485
Fringe Allocation	86,718	78,410	72,606
Indirect Allocation	158,248	169,849	171,903
CNG Van	0	500	500
Consulting Fees	30,165	37,500	37,500
Maintenance of Equipment	0	1,500	1,500
Meeting Expense	90	4,000	4,000
Mileage Reimb/SANBAG Only	700	1,000	1,000
Office Expense	183	500	500
Postage	2877	3,000	3,000
Printing – Internal Only	1000	0	0
Printing – Miscellaneous	4551	3,000	3,000
Professional Services	19686	30,000	35,000
Public Information Activities	4576	10,500	10,500
Subscriptions	384	1,500	1,500
Training/Membership	10820	24,000	44,500
Travel – Air	372	0	
Travel – Other	1158	0	
Total New Budget	\$0	\$0	512,494
Total Actual/Planned Budget	\$425,039.00	\$476,054.00	512,494

TASK: 50109000 FEDERAL TRANSIT ACT PROGRAMMING

OBJECTIVE: Ensure timely and effective use of Federal Transit Administration (FTA) funding apportioned to San Bernardino County and seek additional funding from federal transit discretionary funds to support and improve transit operating and capital investments.

ACCOMPLISHMENTS: Negotiated formulas for allocating FTA Section 5307 funds apportioned to the Los Angeles/Long Beach and San Bernardino/Riverside Urbanized Areas (UZA's) to counties. Evaluated, recommended and programmed projects for receipt of FTA Sections 5310 (Special Needs for Elderly Individuals and Individuals with Disabilities) and 5311(f) (Rural Intercity Bus) funding. Determined the distribution of FTA Section 5311 formula funds to eligible rural transit operators. Monitored Los Angeles/Long Beach/Santa Ana, Riverside/San Bernardino and Victorville/Hesperia/Apple Valley UZA Section 5307 (Urban Bus Formula and Fixed Guideway), Los Angeles/Long Beach/Santa Ana, Riverside/San Bernardino Section 5309 (Rail Modernization) and County Section 5311 (rural bus formula) apportionments, grant applications and balances. During Fiscal Year 2007/2008 over \$19.8 million in Section 5307 formula funds and more than \$4.2 million in Section 5309 rail modernization funds are expected to be apportioned to urbanized San Bernardino Valley portion of the County, \$2.4 million in Section 5307 formula funds are expected to be apportioned to the Victor Valley and \$917,800 of Section 5311 formula funds apportioned to rural operators in the County. SANBAG has also coordinated and supported requests for discretionary FTA funding from various transit operators.

During Fiscal Year 2002/2003 the Board adopted a policy that the determination of CMAQ awards for transit projects would be based upon the biennial multi-year plans (SRTP) prepared by the eligible operators. Transit CMAQ awards for Fiscal Year 2007/2008 will require the filing of grants to the FTA.

DESCRIPTION: This project includes determining the distribution of Federal Transit Administration (FTA) Sections 5307, 5309, 5310, 5311 and 5311(f) funds as well as CMAQ funds committed to transit projects. In addition, SAFETEA-LU provides two additional formula-based revenue sources, Sections 5316 (Jobs Access and Reverse Commute) and 5317 (New Freedom Initiatives). Under Task 31908000 SANBAG completed the public transit/human services transportation coordination plan that will identify projects to be funded from these new revenues. It includes coordinating requests from the transit operators for additional discretionary funding. The task also includes contracting for Federal Single Audits of the small urban and rural operators.

WORK ELEMENTS:

1. Prepare annual Section 5311 Program of Projects (POP).
2. Provide assistance in preparing Section 5311 grant applications.

3. Monitor Congressional appropriation of FTA funds and FTA regulation promulgation, including the new Sections 5316 and 5317 funds.
4. Provide assistance to Omnitrans in preparation of Section 5307 POP and grant application.
5. Provide assistance to Victor Valley Transit Service Authority in preparing Section 5307 POP and grant application.
6. Provide assistance to transit operators in preparing CMAQ grant applications.
7. Provide concurrence with the use of Section 5307 and/or 5309 apportioned to the San Bernardino Valley by the Southern California Regional Rail Authority.
8. Maintain Federal Sections 5307, 5309, 5311, 5316 and 5317 grant monitoring system to ensure timely commitment of funds.
9. Participate in review and prioritization of FTA Sections 5310 and 5311(f) applications and prepare recommendation for Board support.
10. Support operators' requests for discretionary capital funds.
11. Participate on the State 5311(f) program improvement committee.

PRODUCT: Programming of Federal Transit Act funding for eligible transit operator projects.

FUNDING

SOURCES: \$110,664 Local Transportation Fund - Planning

\$110,664 TOTAL NEW BUDGET

\$ 0 Total Anticipated Encumbrances as of 06/30/08

\$ 0 Unbudgeted Obligations in Contracts Approved Prior to
FY 2008/2009

MANAGER: Michael Bair

TASK NO. 50109000 Federal Transit Act Programming
MANAGER: Michael Bair

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Allocation of Encumbrances	\$0	\$0	\$0
Line Item			
Salaries	20,868	21,202	23,686
Fringe Allocation	17,637	15,005	13,705
Indirect Allocation	32,032	32,503	32,448
Auditing	8,000	31,500	40,000
Mileage Reimb/SANBAG Only	4	75	100
Postage	5	25	25
Printing – Internal Only	23	50	50
Training/Membership	145	0	0
Travel – Air	191	0	450
Travel - Other	12	150	200
Total New Budget	\$0	\$0	\$110,664
Total Actual/Planned Budget	\$78,917	\$100,510	\$110,664

TASK: 50209000 TDA ADMINISTRATION

OBJECTIVE: To ensure timely and effective use of Local Transportation Funds (LTF) and State Transit Assistance Funds made available by the Transportation Development Act (TDA). Ensure all requirements are met by SANBAG and the recipients of TDA funds.

ACCOMPLISHMENTS: Since 1993/94 all TDA administrative functions were transferred to SANBAG. Also during Fiscal Year 2002/2003, with the assistance of the Mountain/Desert transit operators and agencies representing the transit dependent, new definitions for “unmet transit needs” and “reasonable to meet” were developed and approved by the Board. The Board annually adopts the definitions when it sets the dates for conducting the unmet transit needs public hearings. During Fiscal Year 2003/2004, Caltrans Headquarters established an advisory committee to address issues and concerns relating to the TDA. SANBAG is one of the eighteen members of the advisory committee. During Fiscal Year 2005/2006 SANBAG issued the biennial call for projects for nearly \$4.1 million in LTF for bicycle/pedestrian and bus stop access improvement projects. In February 2008 the Board approved an apportionment of LTF for Fiscal Year 2008/2009 in the amount of \$76.1. These funds will be made available for transportation planning, fund administration, pedestrian and bicycle, transit and street improvements. The LTF apportionment reflects a decline in sales tax receipts due to the slowing economy. It is anticipated that more than \$10 million in State Transit Assistance Funds (STAF) will be made available to San Bernardino County for transit capital projects during Fiscal Year 2008/2009. The TDA requires a performance audit of the six transit operators/claimants and the commission every three years. The last performance audits were completed Fiscal Year 2005/2006. The next performance audits will be conducted during Fiscal Year 2008/2009.

DESCRIPTION: Administration of the funds made available by the Transportation Development Act - LTF and STAF, including contracting for fiscal and compliance audits of all claimants except Omnitrans. Conduct annual Unmet Transit Needs public hearings within the Mountain/Desert Region of the County and develop formal findings to testimony received. Continue participation on the State TDA Advisory Committee. This task will also include the award of a contract for the triennial performance audits of the six transit operators/claimants and the commission.

WORK ELEMENTS:

1. For Fiscal Year ending June 30, 2008, prepare State Controller report of LTF and STAF, coordinate with SANBAG auditor for audit of LTF and STAF funds and monitor contract auditor work and final product for TDA claimants.
2. Provide assistance in preparation of TDA claims and claim amendments.
3. Obtain SANBAG Board approval of LTF and STAF Allocation Resolution.

4. Maintain TDA monitoring systems which includes for 1) the LTF: a monthly tracking of Board of Equalization (BOE) receipts versus estimates; prepare allocation and disbursement instructions; monitor quarterly interest earnings and monthly cash balances, determine status of transit capital allocations, bicycle/pedestrian awards and bus stop access improvement set aside funds, unpaid allocations and unallocated apportionments and 2) the STAF: a quarterly tracking of receipts versus estimates, allocations and disbursements, interest earnings, cash balances, as well as status of operator and regional allocation amounts from the State.

5. Forward all approved allocations to Auditor/Controller with copy to appropriate claimant and issue disbursement instructions to the County Auditor/Controller.

6. Schedule, mail and publish notices for annual TDA unmet transit needs public hearings (a minimum of three hearings will be held in the Mountain/Desert Region). Obtain court recorder services for public hearings. Prepare summary of testimony received, recommended staff response and formal findings for review by Public and Specialized Transportation Advisory and Coordinating Council (PASTACC) and the hearing boards. Obtain Board adoption of formal findings.

7. Prepare a revised LTF estimate and apportionments for Fiscal Year 2008/2009 if needed and prepare the LTF estimate and apportionments for Fiscal Year 2009/2010 for Board approval.

8. Coordinate with contract auditor the conducting of fiscal and compliance audit of all claimants receiving TDA funds during Fiscal Year 2007/2008. Review all draft audits for accuracy.

9. Attend and participate in Statewide TDA Advisory Committee meetings.

10. Prepare and issue a Request for Proposal for the triennial performance audit of the six transit operators/claimants and commission. Obtain Board approval to award of contract for the audits. Review and comment on contractor's work. Obtain Board approval of audits when completed and transmit commission audit to the State.

PRODUCT: Fulfill statutory responsibility to allocate and disburse TDA funds.

FUNDING

SOURCES: \$550,000 Local Transportation Fund - Administration

\$550,000 TOTAL NEW BUDGET

\$ 0 Total Anticipated Encumbrances as of 06/30/08

\$ 0 Unbudgeted Obligations in Contracts Approved Prior to
FY 2008/2009

MANAGER: Michael Bair

TASK NO. 50209000 TDA Administration
MANAGER: Michael Bair

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Allocation of Encumbrances	\$0	\$0	\$0
Line Item			
Salaries	37,907	41,024	58,833
Fringe Allocation	32,038	29,033	34,041
Indirect Allocation	58,186	62,890	80,596
Auditing	93,555	221,398	236,530
Consulting Fees	35,829	0	137,550
Meeting Expense	698	1,500	50
Mileage Reimb/SANBAG Only	237	400	200
Office Expense	42	0	0
Postage	394	500	50
Printing – Internal Only	600	700	100
Printing – Miscellaneous	1,343	1,500	0
Professional Services	63	2,500	500
Travel – Air	452	3,280	1,200
Travel – Other	81	1,603	350
Total New Budget	\$0	\$0	\$550,000
Total Actual/Planned Budget	\$261,425	\$366,328	\$550,000

TASK: 50609000 LOCAL TRANSPORTATION FUND

OBJECTIVE: To serve as the administrator of the San Bernardino County Local Transportation Fund (LTF) and provide for the distribution of funds to transit agencies and local jurisdictions.

ACCOMPLISHMENTS: As the administrator of the Local Transportation Fund (LTF), SANBAG has annually distributed the funds based on the Board of Director's adopted apportionment and/or revised apportionment and in accordance with the Transportation Development Act (TDA) Statutes and the California Code of Regulations. SANBAG, as the County Transportation Commission, has been responsible for the administration of the fund since Fiscal Year 1993/1994, with the passage of AB 3799.

DESCRIPTION: The Transportation Development Act (TDA), also known as the Mills-Alquist Deddeh Act, authorized the creation of the LTF for transportation purposes. LTF revenues are derived from ¼ cent of the 7.75-cent retail sales tax collected within San Bernardino County. The State Board of Equalization returns the 1/4-cent to the County according to the amount of tax collected. LTF is allocated in a specific priority order, 1) Administration Allocations, sums as are necessary for SANBAG and the County Auditor/Controller to administer the Fund, 2) Planning and Programming Allocations, up to three percent (3%) of the annual revenues for SANBAG and a proportionate share of \$1.0 million to SCAG, 3) Pedestrian and Bicycle Allocations, two percent (2%) of the remaining annual revenues, 4) Rail Passenger Service up to area of apportionment, 5) Community Transit Service Allocation up to five percent (5%) of the annual revenue, 6) Public Transportation Allocations up to area of apportionment, 7) Miscellaneous Transportation Allocations, including contract transit service and street and road projects in the Mountain/Desert Region up to area of apportionment. Pursuant to California Code of Regulations Section 6644, prior to March 1st the Commission shall determine and advise all prospective claimants of the amounts of all area apportionments from the fund. In February 2008 the Board approved an apportionment of \$76.14 million for Fiscal Year 2008/2009.

WORK ELEMENTS:

1. This task contains the actual pass-through funds and does not include any budget for SANBAG tasks funded by LTF Administration, Programming and Planning or Rail. This task is for accounting purposes only.

PRODUCT: Fiscal Accounting.

FUNDING

SOURCES: \$65,533,332 Local Transportation Fund Pass-Through

\$65,533,332 TOTAL NEW BUDGET

\$18,011,338 Total Anticipated Encumbrances on 06/30/08

\$ 0 Unbudgeted Obligations in Contracts Approved Prior to
FY 2008/2009

MANAGER: Michael Bair

TASK NO. 50609000 LOCAL TRANSPORTATION FUND
MANAGER: Michael Bair

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$18,011,338
Contributions/Other Agencies			18,011,338
Line Item			
Contributions/Other Agencies	56,959,854	71,734,310	65,533,332
Total New Budget	\$0	\$0	\$65,533,332
Total Actual/Planned Budget	\$56,959,854	\$71,734,310	\$83,544,670

TASK: 50709000 STATE TRANSIT ASSISTANCE FUND

OBJECTIVE: To serve as the administrator of the San Bernardino County State Transit Assistance Fund (STAF) and provide for the distribution of funds to transit agencies and operators.

ACCOMPLISHMENTS: As the administrator of the State Transit Assistance Fund (STAF), SANBAG has annually allocates funds to transit agencies and operators for capital projects based on the Board approved Short Range Transit Plans (SRTP) and Budgets or amendments thereto from each operator and to SANBAG for rail capital projects in accordance with the Transportation Development Act (TDA) Statutes and the California Code of Regulations

DESCRIPTION: The State Transit Assistance Fund (STAF) was created under Chapter 161 of the Statutes of 1979 (SB 620) and provides a second source of TDA funding for transportation planning and mass transportation specified by the Legislature. Funds are derived from the statewide sales tax on gasoline and diesel fuel. The money is appropriated to the State Controller by the legislature. Pursuant to Public Utility Code (PUC) Section 99313 50% of the Statewide STAF is allocated to SANBAG based on the ratio of the population of the area under its jurisdiction to the total population of the State. Pursuant to PUC Section 99314 the other 50% is allocated to each of the eligible transit operators, and to SANBAG as a member agency to Southern California Regional Rail Authority (SCRRA) based on the ratio of total fare and local support revenue of all the operators during the prior fiscal year to the total fare and local support revenue of all the operators in the State. STAF funds must be disburse by a resolution adopted by the SANBAG Board and may not be allocated to fund administration or street and road projects. The preliminary estimate of STAF to be available for allocation during Fiscal Year 2008/2009 is \$10.1 million. The amount shown as New Budget Pass Through is based on the approved transit operator SRTPs.

WORK ELEMENTS:

1. This task contains the actual pass-through funds and does not include any budget for SANBAG tasks funded by STAF Rail. This task is for accounting purposes only.

PRODUCT: Fiscal Accounting.

FUNDING

SOURCES: \$ 2,660,805 State Transit Assistance Fund Pass-Through

\$ 2,660,805 TOTAL NEW BUDGET

\$ 28,871,228 Total Anticipated Encumbrances on 06/30/08

\$ 0 Unbudgeted Obligations in Contracts Approved Prior to
FY 2008/2009

MANAGER: Michael Bair

TASK NO. 50709000 STATE TRANSIT ASSISTANCE FUND
MANAGER: Michael Bair

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$28,871,228
Contributions/Other Agencies			28,871,228
Line Item			
Contributions/Other Agencies	3,928,575	12,975,000	2,660,805
Total New Budget	\$0	\$0	\$2,660,805
Total Actual/Planned Budget	\$3,928,575	\$12,975,000	\$31,532,033

TASK: 51309000 MEASURE I VALLEY ELDERLY & DISABLED

OBJECTIVE: To ensure the efficient and effective use of Valley Measure I Elderly & Disabled (E&D) funds.

ACCOMPLISHMENTS: With the assistance of the transit operators and agencies representing seniors and persons with disabilities and the Public and Special Transportation Advisory and Coordinating Council (PASTACC), the policies for the use of Valley Measure I E&D funds was revised and approved by the SANBAG Board in Fiscal Year 2002/2003. In the past grants have been awarded to various entities to support marketing and education as well as capital assistance for transit services for the elderly and persons with disabilities. The majority of these funds are now disbursed to Omnitrans for the fare subsidy program for elderly individuals and individuals with disabilities and operating assistance for the Americans with Disabilities Act complementary paratransit. SANBAG has sponsored up to five scholarships to Valley public and social service transportation agencies to attend the Transit & Paratransit Management Certificate Program conducted by the University of the Pacific twice a year. SANBAG has also contracted with an entity to provide ADA passenger education and complaint mediation.

DESCRIPTION: This project involves the disbursement of Measure I - E&D funding within the Valley. Omnitrans includes this funding source for fare subsidies for seniors and persons with disabilities using transit service and for a direct service subsidy for the operation of the ADA complementary paratransit service. The task also includes payment through a contract for Americans with Disabilities Act (ADA) passenger education and complaint mediation and the provision of up to five scholarships for the University of the Pacific Transit and Paratransit Management Certificate Program session.

WORK ELEMENTS:

1. Monitor performance of Valley Measure I - E&D funding contractor.
2. Process payment requests to Omnitrans and contractor.
3. Approve up to five scholarship applications for each University of the Pacific Transit and Paratransit Management Certificate Program session.

PRODUCT: Distribution of Valley Elderly & Disabled money. Quarterly reports of contractor activity.

FUNDING

SOURCES: \$7,308,800 Measure I Valley Elderly & Disabled Fund

\$7,308,800 TOTAL NEW BUDGET

\$ 124,281 Total Anticipated Encumbrances on 06/30/08

\$ 0 Unbudgeted Obligations in Contracts Approved Prior to
FY 2008/2009

MANAGER: Michael Bair

TASK NO. 51309000 Measure I Valley Elderly & Disabled
MANAGER: Michael Bair

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Allocation of Encumbrances	\$0	\$0	\$124,281
Contributions/Other Agencies			124,281
Line Item			
Salaries	358	0	0
Fringe Allocation	303	0	0
Indirect Allocation	549	0	0
Contributions/Other Agencies	7,071,059	7,348,146	7,303,800
Professional Services	5,000	5,000	5,000
Total New Budget	\$0	\$0	\$7,308,800
Total Actual/Planned Budget	\$7,077,269	\$7,353,146	\$7,433,081

TASK: 50409000 MEASURE I ADMINISTRATION - VALLEY

OBJECTIVE: To administer the Valley Cities' Local Pass-Through Funds including: 1) the distribution of funds; 2) processing the checks; 3) updating population and tax collection information; and 4) annual performance audits.

ACCOMPLISHMENTS: SANBAG has successfully administered the Measure I Program since its inception in 1989.

DESCRIPTION: Conduct the administrative functions necessary to carry out the Valley Measure I Program as authorized by Public Utilities Code Section 180105 and Ordinance 89-01 of the San Bernardino County Transportation Authority, including distribution of Measure I revenue among the various program categories, audit of financial transactions, and technical assistance to local representatives in developing capital improvement programs. This task contains funding for independent auditors to audit recipients of Valley Measure I Local Pass-Through Funds.

WORK ELEMENTS:

1. Monthly, after receipt of Board of Equalization (BOE) payment, run the Measure I distribution program.
2. Monthly, produce checks, making necessary adjustments to distribution program amounts due to Debt Service funds held by The Bank of New York Trust Company and overpayments/underpayments due to population or sales tax collection updates.
3. Annually, make population estimate adjustments to the distribution programs based on information received from the Department of Finance.
4. Annually, contract with an audit firm to conduct financial and compliance audits of cities and the County.
5. Annually, review findings of audit firm prior to finalizing audit reports.
6. Annually, pay audit firm for services.
7. Prepare guidance on adoption of the Five Year Capital Improvement Programs and Twenty Year Transportation Plan, with financial forecasts.
8. Compile and maintain the Five Year Capital Improvement Programs and Twenty Year Transportation Plans for expenditure of Measure I funds.
9. Maintain contact and relationship with Board of Equalization to perform functions incident to the administration and operation of the tax collection program.
10. Develop and refine policies specific to Measure I Program.

PRODUCT: Monthly distribution checks and annual audit reports.

FUNDING

SOURCES: \$205,031 Measure I Valley Administration Fund

\$205,031 TOTAL NEW BUDGET

\$ 0 Total Anticipated Encumbrances on 06/30/08

\$ 0 Unbudgeted Obligations in Contracts Approved Prior to
FY 2008/2009

MANAGER: Finance Department

TASK NO. 50409000 Measure I Administration - Valley
MANAGER: Finance Department

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Salaries	12,097	19,841	23,073
Fringe Allocation	10,225	14,041	13,350
Indirect Allocation	18,569	30,416	31,608
Auditing	21,220	60,000	63,000
Commissioners Fees	18,000	22,800	23,000
Meeting Expense	0	1,200	0
Mileage Reimb/SANBAG Only	0	150	0
Office Expense	248	150	500
Postage	78	150	500
Professional Services	94	60,000	50,000
Total New Budget	\$0	\$0	\$205,031
Total Actual/Planned Budget	\$80,531	\$208,748	\$205,031

TASK: 91800000 VALLEY MEASURE I LOCAL

OBJECTIVE: To serve as a depository for Measure I Local Pass-Through Funds prior to distribution to local jurisdictions.

ACCOMPLISHMENTS: As administrators of all Measure I funds, SANBAG has annually distributed Measure I funds based on the formula specified in the Ordinance to fifteen (15) cities in the valley and the County of San Bernardino.

DESCRIPTION: Measure I provides that a portion of the proceeds from the half cent transactions and use tax collected in the Valley portion of San Bernardino County be distributed among the cities and the County based on the ratio of each jurisdiction's population to the total Valley population. SANBAG annually adjusts the allocation formula January 1 of each year to reflect population changes as prepared by State Department of Finance.

WORK ELEMENTS:

1. This task contains the actual pass-through funds and does not include any budget for administrative costs. This task is for accounting purposes only.

PRODUCT: Fiscal Accounting.

FUNDING

SOURCES: \$21,512,806 Measure I Valley Local Pass-Through Fund

\$21,512,806 TOTAL NEW BUDGET

\$	0	Total Anticipated Encumbrances on 06/30/08
\$	0	Unbudgeted Obligations in Contracts Approved Prior to FY 2008/2009

MANAGER: Finance Department

TASK NO. 91800000 Valley Measure I Local
MANAGER: Finance Department

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Distribution to Cities	23,053,815	22,577,225	21,512,806
Total New Budget	\$0	\$0	\$21,512,806
Total Actual/Planned Budget	\$23,053,815	\$22,577,225	\$21,512,806

TASK: 80509000 BUILDING OPERATIONS

OBJECTIVE: To provide the necessary administrative services to actively manage the operations of the historic Santa Fe Depot.

ACCOMPLISHMENTS: Pursuant to the SANBAG Board of Directors action in May 2000, all staff are now consolidated into one building. Since relocating SANBAG's offices in 2004, SANBAG has engaged the services of a property manager to assist in managing and marketing the facility.

DESCRIPTION: SANBAG, as a tenant of the Depot and also as tenants in common with the City of San Bernardino, oversees the day to day operations of the Depot. This task does not incorporate capital improvements that are contained in new Task 80608000, Building Improvements. The fund that tracks this activity is a proprietary fund and is more commonly treated as an internal service fund.

WORK ELEMENTS:

1. Monthly review of property manager's reports and allocated costs to this task as appropriate.
2. Quarterly review of budgets and adjust as necessary.
3. Ongoing review of the property management account.

PRODUCT: Active management related to facility

FUNDING

SOURCES: \$65,000

Rail Lease Assets

\$65,000

TOTAL NEW BUDGET

\$ 0

Total Anticipated Encumbrances on 06/30/08

\$ 0

Unbudgeted Obligations in Contracts Approved Prior to
FY 2008/2009

MANAGER: Finance Department

TASK NO. 80509000 Building Operations
MANAGER: Finance Department

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Building Operating Expenses	51,181	8,308	60,000
Professional Services	101	60,000	5,000
Total New Budget	\$0	\$0	\$65,000
Total Actual/Planned Budget	\$51,282	\$68,308	\$65,000

TASK: 80609000 BUILDING IMPROVEMENTS

OBJECTIVE: To provide the necessary administrative services to actively manage the building improvements to the historic Santa Fe Depot.

ACCOMPLISHMENTS: SANBAG received Federal Grant Funds which have been set aside for the repair and painting of the historic Santa Fe Depot structure. The contract will be awarded by May 2008. The work should be completed by early Fiscal Year 2009. Tenant improvement work was done to the second floor of the Depot to create additional office space for SANBAG employees; and tenant improvements were also completed for the main downstairs lobby in preparation for the coffee vendor.

DESCRIPTION: SANBAG, as a tenant of the Depot and also as tenants in common with the City of San Bernardino, oversees the day to day operations of the Depot. This task incorporates capital issues and the fund that tracks this activity is a proprietary fund and is more commonly treated as an internal service fund. This is a new task that used to be combined with the Task 80508000 Building Operations.

WORK ELEMENTS:

1. Identify capital improvements for the Santa Fe Depot.
2. Solicit proposals/bids for capital improvements for the Santa Fe Depot.
3. Manage and monitor contractors and budget for capital improvements.

PRODUCT: Capital improvements identified for the Santa Fe Depot for 2008/2009 will the repaving of the South and East parking lots.

FUNDING

SOURCES:	\$108,680	Federal Grant Funds
	<u>\$ 27,170</u>	<u>Rail Lease Assets</u>
	<u>\$135,850</u>	<u>TOTAL NEW BUDGET</u>
	\$245,000	Total Anticipated Encumbrances on 06/30/08
	\$ 0	Unbudgeted Obligations in Contracts Approved Prior to FY 2008/2009

MANAGER: Finance Department

TASK NO. 80609000 Building Improvements
MANAGER: Finance Department

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$245,000
Structure & Improvements		0	245,000
Line Item			
Structure & Improvements	0	515,499	135,850
Total New Budget	\$0	\$0	\$135,850
Total Actual/Planned Budget	\$0	\$515,499	\$380,850

TASK: 94209000 FINANCIAL MANAGEMENT

OBJECTIVE: To provide the necessary administrative services to actively manage SANBAG's Financial Management Program.

ACCOMPLISHMENTS: SANBAG has successfully managed all activities related to bond issuance, debt service, investments and cash flow requirements. SANBAG has been conservative in managing both bond proceeds and operating reserves. This activity has been conducted since the inception of the Measure I Program.

DESCRIPTION: Conduct all administrative functions necessary to carry out the management of the Financial Management Program. Expenditures incurred for this function were originally charged against the issue to which it related. SANBAG has consolidated the fees to better manage all administrative expenditures related to this program. This task provides for two consulting services contracts to provide financial and investment advisory services related to revenue forecasting, cash management, investments, bond issuance, cash flow schedules and debt management.

WORK ELEMENTS:

1. Financial advisory services will include continuing review of strategic plan and cash flows, taking into account.
 - a. The short and long-term needs of SANBAG.
 - b. Financing options and alternative debt structures.
 - c. Financing timetables.
 - d. Revenue forecasts.
2. Investment advisory services will include the following:
 - a. Advice on portfolio performance.
 - b. Advice on current investment strategies, cash management and cash flow projections.
 - c. Monthly preparation of investment report and review.
3. Utilize the services of an independent consultant to perform a review of all of SANBAG's investment policies, practices, procedures and portfolio status. Written observations and recommendations regarding the adequacy of investment controls will be presented to the Administrative Committee upon completion of the review.
4. As necessary, review financing timetables and structure new money bond issue including rating agency presentations and official statements.

PRODUCT: This activity pursues a conservative Debt Service Management strategy.

FUNDING

SOURCES:	\$306,052	Measure I Valley Administration Fund
	\$ 16,000	Measure I Mountain/Desert Administration Fund
	\$ 40,000	<u>Measure I Valley Major Projects Fund</u>
	<u>\$362,052</u>	<u>TOTAL NEW BUDGET</u>
	\$118,000	Total Anticipated Encumbrances on 06/30/08
	\$ 0	Unbudgeted Obligations in Contracts Approved Prior to
		FY 2008/2009

MANAGER: Finance Department

TASK NO. 94209000 Financial Management
MANAGER: Finance Department

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Professional Services	0	0	118,000
Line Item			
Salaries	32,254	25,273	43,904
Fringe Allocation	27,261	17,866	25,403
Indirect Allocation	49,509	38,744	60,145
Consulting Fees	4,600	40,000	20,000
Contributions/Other Agencies	(80,000)	0	0
Cost of Issuance – Bond	15,427	30,000	32,000
Meeting Expense	30	0	0
Office Expense	173	2,000	500
Postage	24	300	100
Professional Services	193,412	420,343	180,000
Total New Budget	\$0	\$0	\$480,052
Total Actual/Planned Budget	\$242,688	\$574,546	\$480,052

TASK: 90709000 DEBT SERVICE - BIG BEAR/92 ISSUE

OBJECTIVE: To account for the Measure I Sales Tax funds withheld by the Bond Trustee, The Bank of New York Trust Company, N.A., for the City of Big Bear Lake's portion of the Debt Service on the 1992 Sales Tax Revenue Bonds.

ACCOMPLISHMENTS: SANBAG has successfully monitored the activities of the trustee who has been withholding funds for Debt Service and who has been investing funds on behalf of SANBAG. This activity relates specifically to the issuance of the 1992 Sales Tax Revenue Bonds.

DESCRIPTION: Debt Service for the City of Big Bear Lake's portion of the \$110,000,000 Sales Tax Revenue Bonds, 1992 Series A. The 1992 bond proceeds were used for streetscape and under grounding on State Route 18.

WORK ELEMENTS:

1. This task contains the actual collection of debt service funds and does not include any budget for the cost of administration. This task is for accounting purposes only.

PRODUCT: Fiscal Accounting.

FUNDING

SOURCES: \$108,183 City of Big Bear Lake Measure I Arterial Funds

\$108,183 TOTAL NEW BUDGET

\$ 0 Total Anticipated Encumbrances on 06/30/08
\$ 0 Unbudgeted Obligations in Contracts Approved Prior to
FY 2008/2009

MANAGER: Finance Department

TASK NO. 90709000 Debt Service - Big Bear/92 Issue
MANAGER: Finance Department

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Debt Service Expense	0	108,200	108,183
Interest Payable – Bonds	23,096	0	0
Principal Payable – Bond	85,119	0	0
Total New Budget	\$0	\$0	\$108,183
Total Actual/Planned Budget	\$108,215	\$108,200	\$108,183

TASK: 90809000 - DEBT SERVICE - MT./UNINCORPORATED/92 ISSUE

OBJECTIVE: To account for the Measure I Sales Tax funds withheld by the Bond Trustee, The Bank of New York Trust Company, N.A., for the County of San Bernardino's portion of the Debt Service on the 1992 Sales Tax Revenue Bonds.

ACCOMPLISHMENTS: SANBAG has successfully monitored the activities of the trustee who has been withholding funds for Debt Service and who has been investing funds on behalf of SANBAG. This activity relates specifically to the issuance of the 1992 Sales Tax Revenue Bonds.

DESCRIPTION: Debt Service for the County of San Bernardino's portion of the \$110,000,000 Sales Tax Revenue Bonds, 1992 Series A. The 1992 bond proceeds were used for streetscape and under grounding on State Route 18.

WORK ELEMENTS:

1. Monthly - This task contains the actual collection of debt service funds and does not include any budget for the cost of administration. This task is for accounting purposes only.

PRODUCT: Fiscal Accounting.

FUNDING

SOURCES:

<u>\$45,926</u>	County of San Bernardino Mountain Subarea <u>Measure I San Bernardino County Arterial Fund</u>
<u>\$45,926</u>	<u>TOTAL NEW BUDGET</u>
\$ 0	Total Anticipated Encumbrances on 06/30/08
\$ 0	Unbudgeted Obligations in Contracts Approved Prior to FY 2008/2009

MANAGER: Finance Department

TASK NO. 90809000 Debt Service – Mt./Unincorporated/92 Issue
MANAGER: Finance Department

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Debt Service Expense	0	45,986	45,926
Interest Payable – Bonds	9,810	0	0
Principal Payable – Bonds	36,155	0	0
Total New Budget	\$0	\$0	\$45,926
Total Actual/Planned Budget	\$45,965	\$45,986	\$45,926

TASK: 93109000 DEBT SERVICE - MAJOR/97 ISSUE

OBJECTIVE: To account for the Measure I Sales Tax funds withheld by the Bond Trustee, The Bank of New York Trust Company, N.A., for the Major Projects' portion of the Debt Service on the 1997 Sales Tax Revenue Bonds.

ACCOMPLISHMENTS: SANBAG has successfully monitored the activities of the trustee who has been withholding funds for Debt Service and who has been investing funds on behalf of SANBAG. This activity relates specifically to the issuance of the 1997 Sales Tax Revenue Bonds.

DESCRIPTION: Debt Service for the Major Projects' portion of the October 30, 1997, \$65,000,000 Sales Tax Revenue Bonds, 1997 Series A. The proceeds were used to fund capital projects as outlined in the strategic plan.

WORK ELEMENTS:

1. This task contains the actual collection of debt service funds and does not include any budget for the cost of administration. This task is for accounting purposes only.

PRODUCT: Fiscal Accounting.

FUNDING

SOURCES: \$10,529,169 Measure I Valley Major Projects Fund

\$10,529,169 TOTAL NEW BUDGET

\$	0	Total Anticipated Encumbrances on 06/30/08
\$	0	Unbudgeted Obligations in Contracts Approved Prior to FY 2008/2009

MANAGER: Finance Department

TASK NO. 93109000 Debt Service – Major/97 Issue
MANAGER: Finance Department

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Debt Service Expense	0	10,529,169	0
Interest Payable – Bonds	1,896,981	0	1,444,169
Principal Payable – Bonds	8,625,000	0	9,085,000
Total New Budget	\$0	\$0	\$10,529,169
Total Actual/Planned Budget	\$10,521,981	\$10,529,169	\$10,529,169

TASK: 94409000 DEBT SERVICE - MAJOR/96 ISSUE

OBJECTIVE: To account for the Measure I Sales Tax funds withheld by the Bond Trustee, The Bank of New York Trust Company, N.A., for the Major Projects' portion of the Debt Service on the 1996 Sales Tax Revenue Bonds.

ACCOMPLISHMENTS: SANBAG has successfully monitored the activities of the trustee who has been withholding funds for Debt Service and who has been investing funds on behalf of SANBAG. This activity relates specifically to the issuance of the 1996 Sales Tax Revenue Bonds.

DESCRIPTION: Debt Service for the Major Projects' portion of the November 27, 1996, \$60,935,000 Sales Tax Revenue Bonds, 1996 Series A.

WORK ELEMENTS:

1. This task contains the actual collection of debt service funds and does not include any budget for the cost of administration. This task is for accounting purposes only.

PRODUCT: Fiscal Accounting.

FUNDING

SOURCES: \$6,561,563 Measure I Valley Major Projects Fund

\$6,561,563 TOTAL NEW BUDGET

\$	0	Total Anticipated Encumbrances on 06/30/08
\$	0	Unbudgeted Obligations in Contracts Approved Prior to FY 2008/2009

MANAGER: Finance Department

TASK NO. 94409000 Debt Service – Major/96 Issue
MANAGER: Finance Department

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Debt Service Expense	0	5,818,268	0
Interest Payable – Bonds	1,209,267	0	1,091,563
Principal Payable – Bonds	4,453,377	0	5,470,000
Total New Budget	\$0	\$0	\$6,561,563
Total Actual/Planned Budget	\$5,662,644	\$5,818,268	\$6,561,563

TASK: 94609000 DEBT SERVICE - BARSTOW/96 ISSUE

OBJECTIVE: To account for the Measure I Sales Tax funds withheld by the Bond Trustee, The Bank of New York Trust Company, N.A., for the City of Barstow's portion of the Debt Service on the 1996 Sales Tax Revenue Bonds.

ACCOMPLISHMENTS: SANBAG has successfully monitored the activities of the trustee who has been withholding funds for Debt Service and who has been investing funds on behalf of SANBAG. This activity relates specifically to the issuance of the 1996 Sales Tax Revenue Bonds.

DESCRIPTION: Debt Service for the City of Barstow's portion of the November 27, 1996, \$60,035,000 Sales Tax Revenue Bonds, 1996 Series A. The proceeds were used for construction of the Lenwood Interchange.

WORK ELEMENTS:

1. This task contains the actual collection of Debt Service funds and does not include any budget for the cost of administration. This task is for accounting purposes only.

PRODUCT: Fiscal Accounting.

FUNDING

SOURCES: \$744,000 City of Barstow Measure I Arterial Fund

\$744,000 TOTAL NEW BUDGET

\$ 0 Total Anticipated Encumbrances on 06/30/08
\$ 0 Unbudgeted Obligations in Contracts Approved Prior to
FY 2008/2009

MANAGER: Finance Department

TASK NO. 94609000 Debt Service – Barstow/96 Issue
MANAGER: Finance Department

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Debt Service Expense	0	743,750	744,000
Interest Payable - Bonds	159,289	0	0
Principal Payable – Bonds	590,349	0	0
Total New Budget	\$0	\$0	\$744,000
Total Actual/Planned Budget	\$749,638	\$743,750	\$744,000

TASK: 94809000 DEBT SERVICE - MAJOR/01 ISSUE A

OBJECTIVE: To account for the Measure I Sales Tax funds withheld by the Bond Trustee, The Bank of New York Trust Company, N.A., for the Major Projects' portion of the Debt Service on the 2001 Series A Sales Tax Revenue Bonds.

ACCOMPLISHMENTS: SANBAG has successfully monitored the activities of the trustee who has been withholding funds for Debt Service and who has been investing funds on behalf of SANBAG. This activity relates specifically to the issuance of the 2001 Sales Tax Revenue Bonds.

DESCRIPTION: Debt Service for the Major Projects' portion of the January 21, 2001 \$85,000,000 Sales Tax Revenue Bonds, 2001 Series A. The proceeds were used to fund capital projects as outlined in the strategic plan.

WORK ELEMENTS:

1. This task contains the actual collection of debt service funds and does not include any budget for the cost of administration. This task is for accounting purposes only.

PRODUCT: Fiscal Accounting.

FUNDING

SOURCES: \$11,659,063 Measure I Valley Major Projects Fund

\$11,659,063 TOTAL NEW BUDGET

\$	0	Total Anticipated Encumbrances on 06/30/08
\$	0	Unbudgeted Obligations in Contracts Approved Prior to FY 2008/2009

MANAGER: Finance Department

TASK NO. 94809000 Debt Service – Major/01 Issue A
MANAGER: Finance Department

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Debt Service Expense	0	11,659,063	0
Interest Payable - Bonds	1,952,562	0	1,464,063
Principal Payable – Bonds	9,770,000	0	10,195,000
Total New Budget	\$0	\$0	\$11,659,063
Total Actual/Planned Budget	\$11,722,562	\$11,659,063	\$11,659,063

TASK: 94909000 DEBT SERVICE - MAJOR/01 ISSUE B

OBJECTIVE: To account for the Measure I Sales Tax funds withheld by the Bond Trustee, The Bank of New York Trust Company, N.A., for the Major Projects' portion of the Debt Service on the 2001 Series B Sales Tax Revenue Bonds.

ACCOMPLISHMENTS: SANBAG has successfully monitored the activities of the trustee who has been withholding funds for Debt Service and who has been investing funds on behalf of SANBAG. This activity relates specifically to the issuance of the 2001 B Sales Tax Revenue Bonds.

DESCRIPTION: Debt Service for the Major Projects' portion of the April 10, 2001 \$47,020,000 Sales Tax Revenue Bonds, 2001 Series B. The proceeds were used to fund a partial defeasance of the Sales Tax Revenue Bonds, 1993 Series A.

WORK ELEMENTS:

1. This task contains the actual collection of debt service funds and does not include any budget for the cost of administration. This task is for accounting purposes only.

PRODUCT: Fiscal Accounting.

FUNDING

SOURCES: \$10,271,800 Measure I Valley Major Projects Fund

\$10,271,800 TOTAL NEW BUDGET

\$ 0 Total Anticipated Encumbrances on 06/30/08

\$ 0 Unbudgeted Obligations in Contracts Approved Prior to
FY 2008/2009

MANAGER: Finance Department

TASK NO. 94909000 Debt Service – Major/01 Issue B
MANAGER: Finance Department

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Debt Service Expense	0	10,105,397	0
Interest Payable – Bonds	1,555,683	0	1,146,800
Principal Payable – Bonds	8,549,222	0	9,125,000
Total New Budget	\$0	\$0	\$10,271,800
Total Actual/Planned Budget	\$10,104,905	\$10,105,397	\$10,271,800

TASK: 95009000 DEBT SERVICE – YUCCA VALLEY/01 ISSUE B

OBJECTIVE: To account for the Measure I Sales Tax funds withheld by the Bond Trustee, The Bank of New York Trust Company, N.A., for the Town of Yucca Valley's portion of the Debt Service on the 2001 Series B Sales Tax Revenue Bonds.

ACCOMPLISHMENTS: SANBAG has successfully monitored the activities of the trustee who has been withholding funds for Debt Service and who has been investing funds on behalf of SANBAG. This activity relates specifically to the issuance of the 2001 B Sales Tax Revenue Bonds.

DESCRIPTION: Debt Service for the Town of Yucca Valley's portion of the April 10, 2001, \$47,020,000 Sales Tax Revenue Bonds, 2001 Series B. The proceeds were used to fund a partial defeasance of the Sales Tax Revenue Bonds, 1993 Series A.

WORK ELEMENTS:

1. This task contains the actual collection of debt service funds and does not include any budget for the cost of administration. This task is for accounting purposes only.

PRODUCT: Fiscal Accounting.

FUNDING

SOURCES: \$166,380 Town of Yucca Valley Measure I Arterial Fund

\$166,380 TOTAL NEW BUDGET

\$ 0 Total Anticipated Encumbrances on 06/30/08

\$ 0 Unbudgeted Obligations in Contracts Approved Prior to
FY 2008/2009

MANAGER: Finance Department

TASK NO. 95009000 Debt Service – Yucca Valley/01 Issue B
MANAGER: Finance Department

BUDGET COMPARISON
2008/2009 Proposed Budget

	2006/07 Actual	2007/08 Budget As of 02/06/08	2008/09 Proposed
Anticipated Encumbrances	\$0	\$0	\$0
Line Item			
Debt Service Expense	0	166,876	166,380
Interest Payable - Bonds	25,617	0	0
Principal Payable – Bonds	140,778	0	0
Total New Budget	\$0	\$0	\$166,380
Total Actual/Planned Budget	\$166,395	\$166,876	\$166,380

Minute Action

AGENDA ITEM: 5

Date: March 12, 2008

Subject: SANBAG Advocacy Trip

Recommendation: Receive report.

Background: This report is to brief the SANBAG Board on the outcomes of its second annual advocacy trip to Washington, D.C.

While in the past, SANBAG has sponsored trips for legislative staff from Washington, D.C. to visit San Bernardino; this year marks the second year that board members selected by the board president have traveled to Capitol Hill to advocate for SANBAG's priorities and to build relationships with our Congressional delegation. This year's SANBAG D.C. Advocacy Trip occurred on February 25 – 28, 2008.

Members of the Board's D.C. advocacy group were comprised of the following:

- Immediate Board Past President: Supervisor Dennis Hansberger;
- Board President: Mayor Lawrence Dale;
- Board Vice President: Supervisor Gary Ovitt;
- Major Projects Committee Chair: Mayor John Pomierski;
- Plans and Programs Committee Chair: Mayor Mark Nuaimi;
- Mountain/Desert Committee Chair: Councilman Rick Roelle; and
- Commuter Rail Committee Chair: Mayor Pro Tem Pat Gilbreath.

Approved
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

In preparation for the D.C. advocacy trip, the above board members met twice before departing for D.C., including one visit with our federal advocate, Steve Palmer, to determine SANBAG's key themes. During these briefing meetings, the advocacy group decided to craft a message that focused on SANBAG's short-term goals, which are SANBAG's appropriation requests, and long-term goals, which primarily entails discussion on the upcoming transportation reauthorization bill.

While in D.C., the Board's advocacy group met with the following people:

- Robert DeHann, Bruce Carlton, Joel Zabbot
(U.S. Department of Transportation (USDOT))
- Janet Weaver (Office of Policy & Plans at the Maritime Administration)
- Congressman Ken Calvert
- Congressman Joe Baca
- Congressman Lewis, Arlene Lewis and Grady Bourn
- Congressman Dreier and Alisa Do
- Senator Boxer, Bridget Petruczuk, Polly Trottenberg
and Kathy Weatherly Dedrick
- Congressman Buck McKeon and Hanz Heinrick
- Congressman Gary Miller
- Eric Swedlund of Governor Schwarzenegger's Office
- Jim Kolb of the House Transportation and Infrastructure Committee
- Ryan Hunt and Matt Nelson of Senator Feinstein's Office

The result of the D.C. advocacy trip proved that SANBAG is a known entity among its Congressional delegation; they understand SANBAG's needs, however, warned that this will be a tough year for earmarks to be adopted. Several Congressional members cited their participation in ongoing meetings to determine if earmarks, also known as "member priorities," would be accepted this year and, if so, the amount of earmarks that would be allowed.

With regards to the upcoming transportation reauthorization bill, Senator Boxer said that goods movement and air quality will be key issues. Senator Feinstein's office provided less information about the Senator's priorities for reauthorization, however, said that environmental quality is important and seeking exemptions from the National Environmental Protection Act (NEPA) is not likely going to be successful. That said, both Senators seem concerned about meaningful air quality

improvements and seem willing to look at initiatives for fleet conversions for cleaner burning diesel engines and Tier 4 locomotives.

In meetings with policy staffers that will be working on the next transportation reauthorization bill, SANBAG board members were provided invaluable feedback. Policy staffers emphasized that being organized as part of the Southern California Consensus Group helps show broad support for regional infrastructure needs. Policy staffers also said that it is unclear at this time what mechanisms will help fund transportation in the future, but provided encouragement to help define the federal role for goods movement. It is especially important to develop a message that resonates with the rest of the country that there's a national impact for freight movement in California.

USDOT informed SANBAG that they are looking for intermodal solutions to move more goods. USDOT understands there is an efficiency problem to move freight across the nation's most impacted corridors; however, they believe building more highway lanes is not the only answer. USDOT wants to take a holistic approach to make the system work better and see earmarks as a problem because earmarks commit the federal government to complete a project with just a little bit of money at a time. Additionally, USDOT believes that earmarks do not necessarily facilitate the best projects to resolve some of the worst bottlenecks. At the close of SANBAG's meeting with USDOT, it was requested that SANBAG provide a list of problems that hamstring project delivery. That list is under development by SANBAG staff.

All meetings were held on February 26-27, 2008. With the help of SANBAG's federal advocates, SANBAG staff has been following-up with Congressional representatives and policy staffers and SANBAG staff has been utilized as a resource for transportation-related matters to an even greater extent than in the past.

Financial Impact: This item has no impact on the approved Fiscal Year 2007-2008 Budget.

Reviewed By: This item is scheduled for review by the Administrative Committee on March 12, 2008.

Responsible Staff: Jennifer Franco, Director Intergovernmental and Legislative Affairs

Minute Action

AGENDA ITEM: 6

Date: March 12, 2008

Subject: Request for Proposal (RFP) for Compliance and Fiscal Auditing of the Transportation Development Act (TDA) Claimants, Proposition 1B Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) project sponsors and Measure I Local Pass-Through Recipients

Recommendation:* Authorize the release of RFP 08-163 for qualified firms to provide compliance and fiscal auditing of the TDA claimants, PTMISEA sponsors and Measure I Pass-Through recipients for Fiscal Years 2007/08, 2008/09 and 2009/10.

Background: In August 2005 the Board of Directors approved the selection of Miers & Miers, CPA to conduct compliance and fiscal audits of the TDA claimants and Measure I Pass-Through recipients. Subsequently, the Board approved Contract 06-008 with Miers & Miers, CPA for the periods ending June 30, 2005, 2006, and 2007, with two (2) one-year options. Funding for the initial year of the contract was also approved while subsequent years were to be brought forward for approval when the number of audits required were determined.

In June 2007 the Administrative Committee unanimously recommended to the Board the approval of the contract amendment for the third year of audits. However, principally, due to the length of time this firm has been used for conducting these audits, the Committee suggested that an RFP be released for subsequent auditing services, hence the request to release the RFP at this time.

Approved
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

Acting as the regional transportation agency, the San Bernardino Associated Governments (SANBAG), is responsible for ensuring that all claimants to whom it allocates TDA funds pursuant to Public Utilities Code, Chapter 4, submit compliance audits of funds received or remaining balances. SANBAG is also required to certify compliance of Measure I Pass-Through recipients with the requirements of the San Bernardino County Transportation Authority Ordinances 89-10 and 90-1, and accompanying Measure I Policies. And most recently, the guidelines for the receipt of PTMISEA funds require that the recipient of those funds be audited.

The RFP will be comprised of four elements. 1) Audits of the TDA claimants, including compliance with applicable Public Utility Codes and California Code of Regulations. Due to the nature of this funding source the number of audits required varies from year to year. For the period ending June 30, 2008, seventeen jurisdictions received funds and two jurisdictions are carrying a balance of TDA funds. 2) Audits of Measure I Recipients, this includes each City and the County. 3) Preparation of the State Controller Report and when required Federal Single Audits for the Mountain/Desert Transit Operators. 4) Verification of receipt and appropriate expenditures of PTMISEA funds for the Mountain/Desert Transit Operators.

Financial Impact: Release of the RFP has no direct impact on the SANBAG budget. Funding sources related to a subsequent contract will be Local Transportation Funds – Administration and Planning, Valley Measure I Administration and Mountain/Desert Measure I Administration funds. Funding provisions will be included in SANBAG's proposed FY 2008/09 Budget.

Reviewed By: This item is scheduled for review by the Administrative Committee on March 12, 2008. This item has also been reviewed by SANBAG Counsel.

Responsible Staff: Michael Bair, Director of Transit and Rail Programs
Victoria Baker, Senior Transit Analyst
Deborah Barmack, Executive Director

**SAN BERNARDINO ASSOCIATED GOVERNMENTS
REQUEST FOR PROPOSAL 08-163**

FOR AUDITING SERVICES OF

Transportation Development Act Claimants

**Public Transportation Modernization, Improvement and Service Enhancement Account
Recipients**

And

Measure I Local Pass-Through Revenue Recipients

I. Purpose of the Request

- A.** San Bernardino Associated Governments (SANBAG), acting as the regional transportation agency, is responsible for ensuring that all claimants to whom it directs allocations of funds pursuant to Public Utilities Code, Chapter 4, of the Transportation Development Act (TDA) and pursuant to Government Code Section 8879.55 Proposition 1b Public Transportation Modernization, Improvement and Service Enhancement Account submit an annual certified compliance and fiscal audit of funds received or remaining balances. SANBAG is also required to certify compliance of Measure I Pass-Through recipients with the requirements of the San Bernardino County Transportation Authority Ordinances 89-10 and 90-1, and accompanying Measure I Policies.
- B.** Proposals are requested for a three year period starting with Fiscal Year ending June 30, 2008. The initial engagement will be for a three (3) year period. In addition, SANBAG shall have the option to extend the engagement for up to two (2) additional years, on a year-to-year basis. The option years shall be exercised by written amendments executed by the parties. After the initial year, the engagement shall be renewed, on year-to-year basis per the Fee Proposal submitted. Such renewal engagements shall be confirmed in writing.

Responses to this RFP become the exclusive property of SANBAG. At such time as firms are selected and their names made public, all proposals submitted shall be regarded as public records.

- C.** No Subcontracting will be allowed without prior written consent from SANBAG

II. PROPOSAL AND SUBMISSION REQUIREMENTS

- A. Five (5) copies of proposals must be submitted to the Agency at the address and by the time indicated in the cover letter for this RFP.
- B. Proposals will be accepted only from parties that are free of obligations and interests that might conflict with the best interests of the Agency.
- C. To achieve a uniform review process and obtain the maximum degree of comparability, proposals shall be organized in the following manner:
 - 1. Title Page
Show the name of your firm, local address, telephone number, name of contact person and date.
 - 2. Table of Contents
Clearly identify the material by section and page number.
 - 3. Letter of Transmittal
Limit to one or two pages.
 - a. Briefly state your firm's understanding of the work to be done; including any segregation of audit work to be performed, and make a positive commitment regarding ability to perform the work in a timely manner.
 - b. Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses and telephone numbers.
 - 4. Profile of the Organization, Technical Qualifications and Approach
 - a. Provide a description of firm or firms proposed to perform the audit(s).
 - b. Indicate the number of personnel (by level) located within the proposing office that will perform the audit.
 - c. Describe the range of activities performed by the proposing office, such as audits, accounting, tax services or management services.
 - d. Provide a list of government, transit operator and TDA audit clients, including telephone number and contact person's name,

indicating the types of services performed and the number of years served within the past five years.

e. Describe your approach to each type of audit for which the firm is proposing. This should include at least the following points:

- (1) Type of audit program used.
- (2) Use of statistical sampling.
- (3) Organization of the audit team.
- (4) Types of assistance expected from Agency staff.
- (5) Anticipated amount of time (workdays) required to complete the audits. Preliminary work may begin upon engagement approval.

5. Summary of Individual Audit Staff Technical Qualifications

Identify the partners, managers and supervisors who will participate in the audits, including staff from other than the proposing office. Include resumes for each supervisory person to be assigned to the audit. Identify the percentage of time key members will work on, by type of audit.

6. Fee Proposal

The fee proposal shall contain cost information for each area of audit work as defined in Attachment A and shall include the method by which the annual fees will be increased (i.e. CPI) during the three year engagement. SANBAG recognizes that this RFP requests audit services that may or may not be required in a given year. However, there are a basic number of audits that are to be conducted annually for which a sound cost estimate can be determined. The fee proposals should identify the cost of additional audits, by type, should they become necessary.

III. PAYMENT

Invoices may be submitted on a progress basis, so long as at least 10% of total fee is not billed until final audit presentation of all audits required in any given year.

IV. ADDITIONAL INFORMATION

A. The submission of a proposal shall be evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed

requirements of the engagement and the conditions under which the work is to be performed.

- B. No proposal may be modified after submission. However, after submission, a proposal may be withdrawn by written request, signed by the individual who signed the proposal, if received by the Agency prior to the time proposals are due.
- C. The Agency may or may not conduct personal interviews with any or all proposers prior to selection. It is mandatory that senior audit staff be present for the interview.
- D. The Agency reserves the right to reject any and all proposals and to accept the proposal most favorable to the Agency's interest.
- E. The Agency considers its relationship with the independent auditor to be a professional one. Although this is a formal selection process, the Agency reserves the right to decline acceptance of any and all proposals, to negotiate engagement conditions with the selected firm and to waive provisions of the RFP at its sole discretion.
- F. Proposers who wish additional information or clarification of proposal conditions should contact:

**Victoria Baker
Senior Transit Analyst
San Bernardino Associated Governments
1170 W. Third Street, 2nd Floor
San Bernardino, California 92410-1715
Phone: (909) 884-8276**

V. EVALUATION PROCESS

A. General Description

- 1. Firms are requested to respond to this solicitation in the manner more fully described in Section II above.
- 2. An Evaluation Committee will review and evaluate the responses received against the evaluation criteria listed below.

B. Evaluation Criteria

- 1. Qualification and experience of the firm. This will be evaluated based on the firm's experience as a whole in the performance of comparable audit

assignments.

2. **Qualification and experience of the individuals assigned to perform the work.**
This will be based on the resume of the individuals who will actually oversee and perform the work, especially those senior staff committed to participation in the work.
3. **Organization of the work and management plan.** This will be base on the proposed approach to organizing, managing and implementing the necessary tasks.
4. **Demonstrated understanding of SANBAG's needs and the requirements of the Transportation Development Act and the San Bernardino County Transportation Authority Measure I Policies.** This will be based on the preliminary description of the proposed approach to providing the required scope of services.
5. **Provide three references of comparable work within in the past five years.** This will be based on references from several clients where comparable work has been preformed.
6. **Fees will be a significant factor when other evaluation criteria are relatively equal.**
7. **Actual or Potential Conflict of Interest.** This will be based on an assessment of the firm's client list and the extent to which the firm may represent related entities whose interest may conflict with SANBAG.

C. Schedule

Release RFP	April 2, 2008
Proposals Due – 3:00 p.m.	April 25, 2008
Evaluation of Proposals	April 28 th through May 2 nd , 2008
Possible Interviews	May 9, 2008
Recommendation to Admin. Committee	May 14, 2008
Board of Director's Contract Approval	June 4, 2008

EXHIBIT 1

SAN BERNARDINO COUNTY VALLEY TRANSPORTATION DEVELOPMENT ACT CLAIMANTS AND MEASURE I LOCAL PASS-THROUGH REVENUE RECIPIENTS

SCOPE OF WORK

A. PROJECT

The audit of claimants listed in Attachment A will be conducted in accordance with the requirements of the Transportation Development Act (TDA), the San Bernardino Associated Governments (SANBAG) Compliance Audit Guide (Attachment B), and the Measure I Local Pass-Through Funds Auditing Guide (Attachment C). All Valley jurisdictions identified in Attachment A shall be audited for Measure I Local Pass-Through Funds. All Valley jurisdictions identified in Attachment A shall be audited for TDA compliance, as necessary, based on receipt of TDA funds and unexpended fund balances.

The intent of these audits is to certify compliance with appropriate Transportation Development Act regulations and requirements and with requirements of San Bernardino County Transportation Authority Ordinances 89-10 and 90-1, and accompanying Measure I Policies, as amended. The format and accompanying notes must be consistent for all claimants/recipients and presented so that required information can be readily transferred to claim forms and Measure I summary reports. Auditing requirements include the following:

1. VALLEY TRANSPORTATION DEVELOPMENT ACT AUDIT

- A. For the audit of Article 3 and 8a claimants, complete examination of financial activities, including internal system of checks and balances, on or before December 30th of each audit year. Article 3 funds are typically allocated upon project completion however some projects are allowed progress payment. Therefore, it is difficult to estimate the number of audits that may be required in any given year.

The examination must encompass both expenditure and projects for which funds were allocated but not expended. A listing of all major projects comparing actual revenues/expenses to budgeted revenues/expenses must be included in the audit report, as well as an accounting of interest earned on the funds. The report shall include the audited amounts for the fiscal year prior to the year audited.

- B. A compliance examination of the claimants' transportation activities under the Transportation Development Act; including, to the extent applicable, the tasks contained in the SANBAG Compliance Audit Guide (Appendix B), on or before December 30th of each audit year.
- C. If material weaknesses or non-compliance issues are noted, they shall be included in a Management Letter with recommendations to correct the findings. Such letter shall be included in the draft and final audit report. SANBAG shall be copied on the Management Letter.
- D. All working papers shall be retained by the auditor for a minimum of four (4) years after the conclusion of the engagement unless authorized to do otherwise in writing by the SANBAG Executive Director.
- E. Products:
 - 1. Deliver one (1) copy of the "Draft" Audit Report for each claimant on or before November 30th of each audit year.
 - 2. Deliver three (3) copies of each Final Audit Report to SANBAG on or before December 30th of each audit year. One copy of the report will be forwarded to local jurisdictions and the State Controller's Office by SANBAG.
 - 3. Documentation of pre-audit interviews and compliance review (see Compliance Auditing Guide, Appendix B) on or before December 30th of each audit year.

2. VALLEY MEASURE I LOCAL PASS-THROUGH REVENUE AUDIT

- A. Preparation of an audit report for Measure I Local Pass-Through receipts for the periods ending June 30th of each audit year.
- B. Examination of financial activities, including internal systems of checks and balances, during the specified period. The examination must encompass both project expenditures and projects for which funds were received but not expended. A listing of all projects comparing actual revenues/expenses to the Measure I Five Year Capital Improvement Program adopted by the local governing board for the specified period must be included in the audit report, as well as an accounting of interest earned on the funds.

The project listing shall illustrate the street or project names, project limits, and type of improvement. The report shall also contain an examination of expenditures, statement of revenue and expenses and balance sheet for each component of the special Measure I fund.

- C. Examination of compliance with provisions of Ordinance No. 89-1 and the Expenditure Plan; Ordinance No. 90-1; and policies, as amended, adopted by the Authority relating to the expenditure of Measure I revenue. Findings of non-compliance with recommended corrective action noted shall be included in the draft and final audit report.

D. Products:

1. Deliver one (1) copy of each "Draft" Measure I Local Pass-Through Revenue Audit to SANBAG and each recipient on or before November 30th of each audit year.
2. Deliver three (3) copies of each Final Measure I Local Pass-Through Revenue Audit to SANBAG on or before December 30th of each audit year. One copy of the report will be forwarded to local jurisdictions by SANBAG.

EXHIBIT 2

SAN BERNARDINO COUNTY MOUNTAIN/DESERT TRANSPORTATION DEVELOPMENT ACT CLAIMANTS, MEASURE I PASS THROUGH REVENUE RECIPIENTS, AND TRANSIT OPERATORS

SCOPE OF WORK

A. PROJECT

The audits of claimants and funds will be conducted in accordance with the requirements of the Transportation Development Act (TDA), the SANBAG Compliance Audit Guide (Attachment B), and the Measure I Pass-Through Funds Auditing Guide (Attachment C). All jurisdictions identified in Attachment A for Measure I Pass-Through Funds shall be audited for each of the fiscal years ending June 30th of the audit years. All Mountain/Desert jurisdictions identified in Attachment A shall be audited for TDA compliance as necessary, based on receipts of funds. All transit operators/claimants identified in Attachment A shall be audited for TDA compliance. The Victor Valley Transit Authority (VVTa) will require a Single Audit annually. All other transit operators/claimants may require a Single Audit depending upon the amount of Federal Funds received in any given year.

The intent of these audits is to certify compliance with appropriate TDA (Local Transportation Fund (LTF) and State Transit Assistance Fund (STAF) regulations and requirements; with requirements of San Bernardino County Transportation Authority Ordinances 89-1 and 90-1 and accompanying Measure I Policies, as amended, and where required the Federal Single Audit OMB Circular A-133. The format and accompanying notes must be consistent for all claimants, and presented so that required information can be readily transferred to claim forms, allow for verification of required revenue ratios and increases in operating cost/revenue hour, as well as Measure I summary reports. Auditing requirements include the following:

1. **MOUNTAIN/DESERT TRANSPORTATION DEVELOPMENT ACT / TRANSIT OPERATOR AUDIT**
 - A. Preparation of State Controller report for transit operators due prior to September 30th following each of the audited years.
 - B. Examine claimants' financial activities, including internal system of checks and balances, prior to December 30th of each audit year. The examination must encompass both expenditures and proposed projects for which funds were allocated but not expended. A listing of all major projects comparing

actual revenues/expenses to budgeted revenues/expenses must be included in the audit report, as well as an accounting of interest earned on the funds. The report shall include the audited amounts for the fiscal year prior to the year audited.

- C. A compliance examination of the claimants' transportation activities under the Transportation Development Act; including, to the extent applicable, the tasks contained in the SANBAG "Compliance Audit Guide" (Attachment B), due prior to December 30th of each audit year.
- D. A compliance examination of transit operators subject to the Federal Single Audit Act of 1984, Office of Management and Budget (OMB) Circular A-133, due prior to December 30th of each audit year.
- E. If material weaknesses or non-compliance issues are noted, they shall be included in a Management Letter with recommendations to correct the findings. Such letter shall be included in the draft and final audit report.
- F. All working papers shall be retained by the auditor for a minimum of four (4) years after the conclusion of the engagement unless authorized to do otherwise in writing by the SANBAG Executive Director. The audits may be subject to review by state and federal agencies. Accordingly, the work papers shall be made available upon request.
- G. A compliance examination of the operator's implementation of the Uniform System of Accounts for Public Transit Operators, under PUC 66243 and where applicable the updated National Transit Database (NTD) Reporting Manuals as required by 49 USC. 5335(a), formerly Section 15.
- H. Products:
 - 1. Delivery one (1) copy of the State Controller's Report for each transit claimants on or before September 30th of each audit year to the following agencies:

Claimant
SANBAG
State Controller's Office
 - 2. Deliver one (1) copy of the "Draft" Audit Report to each transit claimant and SANBAG on or before November 30th of each audit year.

3. Deliver three (3) copies of each Final Audit Report of the TDA Claimants to SANBAG on or before December 30th of each audit year. One copy of the report will be forwarded to local jurisdictions and the State Controller's Office by SANBAG.
4. Deliver Twelve (12) copies of each Final Audit Report of the TDA Transit Operators/Claimants to SANBAG on or before December 30th of each audit year. One copy of the report will be forwarded to the State Controller's Office Division of Audits-TDA Audit Program and the Financial Audits Bureau/Single Audits Unit, if necessary; one copy will be retained by SANBAG, the remainder will be forwarded to the transit operator for dissemination to their governing board or council.
5. Documentation of pre-audit interviews and compliance review (Attachment B) on or before December 30th of each audit year.

2. PROPOSITION 1B PTMISEA

- A. Examine operator/claimants financial activities, including internal system of checks and balances, prior to December 30th of each audit year. The examination must encompass both the receipt and expenditure of PTMISEA Government Code Sections 8879.55(a)(2) and 8879.55(a)(3) and the status of proposed capital projects for which funds were applied for and awarded. A listing of projects comparing actual expenditures to budget must be included in the audit as well as an accounting of interest earned on the funds.
- B. Financial transactions involving PTMISEA funds shall be included in the annual State Controller's report for transit operators due prior to September 30th following each of the audited years and, if required any Federal Single Audit.
- C. A compliance examination that PTMISEA funds allocated for specific capital projects were expended only on the project(s) for which they application(s) and allocations(s) were made.
- D. The compliance and fiscal audit of PTMISEA shall be included in the TDA transit operator audit.

3. MEASURE I PASS-THROUGH REVENUE AUDIT

- A. Preparation of an audit report for Measure I Pass-Through receipts for the periods ending June 30th of each audit year.
- B. Examination of financial activities, including internal systems of checks and balances, during the specified period. The examination must encompass both project expenditures and projects for which funds were received but not expended. A listing of all arterial, local, and elderly and handicapped transit projects comparing actual revenues/expenses to the Measure I Five Year Capital Improvement Program adopted by the local governing board for the specified period must be included in the audit report, as well as an accounting of interest earned on the funds.

The project listing shall illustrate the street or project names, project limits, and type of improvement. The report shall also contain an examination of expenditures, statement of revenues and expenses and balance sheet for each special Measure I fund account.

- C. Examination of compliance with provisions of Ordinance No. 89-01 and the Expenditure Plan; Ordinance No. 90-1; and policies, as amended, adopted by the Authority relating to the expenditure of Measure I revenue.

D. Products:

- 1. Deliver one (1) copy of each "Draft" Measure I Pass-Through Revenue Audit to SANBAG and each recipient on or before November 30th of each audit year.
- 2. Deliver three (3) copies of each Final Measure I Pass-Through Revenue Audit to SANBAG on or before December 30th of each audit year. One copy of the report will be forwarded to local jurisdictions by SANBAG.

Attachment A

Audits Required for Fiscal Year 2008 and Cost per Audit										
Valley Jurisdictions	Transportation Development Act				PTMISEA	Single Audit	Measure I			
	Art. 3	Art. 4	Art. 8c	Art. 8a			Arterial	Local	Transit	
City of Chino				x				x		
City of Chino Hills								x		
City of Colton	x							x		
City of Fontana	x							x		
City of Grand Terrace								x		
City of Highland	x							x		
City of Loma Linda								x		
City of Montclair								x		
City of Ontario								x		
City of Rancho Cucamonga	x							x		
City of Redlands								x		
City of Rialto								x		
City of San Bernardino								x		
City of Upland	x							x		
City of Yucaipa								x		
County of San Bernardino - Valley								x		
TOTAL	5	\$ -	\$ -	\$ -	2	\$ -	14	\$ -	14	\$ -
Mountain/Desert Jurisdictions										
City of Barstow										
County of San Bernardino N. Desert ⁽¹⁾										
City of Needles										
County of San Bernardino Colorado Rvr ⁽¹⁾										
City of Big Bear Lake										
County of San Bernardino Mountains ⁽¹⁾	x									
City of Twentynine Palms										
Town of Yucca Valley										
County of San Bernardino Morongo Basin ⁽¹⁾										
City of Adelanto										
City of Hesperia										
City of Victorville	x									
Town of Apple Valley										
County of San Bernardino Victor Valley ⁽¹⁾										
TOTAL	2	\$ -	\$ -	\$ -	10	\$ -	14	\$ -	14	\$ -
Mountain/Desert Transit Operators/Claimants										
City of Barstow										
Morongo Basin Transit Authority ⁽²⁾	x									
Mountain Area Regional Transit Authority										
City of Needles										
Victor Valley Transit Authority										
TOTAL	1	2	3	3	4	3	14	30	14	14
AUDITS OF 2008 TOTAL	8	2	3	3	4	3	14	30	14	14

(1) A single TDA Art. 8a audit is required for County
(2) Art. 3 Audit to be combined with TDA Art. 4 Audit
XX=Extra work required due to jurisdiction bond indebtedness
RFP08163-vb.xls

Audits Required for Fiscal Year 2009 and Cost per Audit

Valley Jurisdictions	Transportation Development Act						PTMISEA	Single Audit	Measure I			
	Art. 3	Art. 4	Art. 8c	Art. 8a	Arterial	Local			Transit			
City of Chino	x			x						x		
City of Chino Hills										x		
City of Colton	x									x		
City of Fontana	x									x		
City of Grand Terrace										x		
City of Highland										x		
City of Loma Linda										x		
City of Montclair	x									x		
City of Ontario	x									x		
City of Rancho Cucamonga	x									x		
City of Redlands										x		
City of Rialto										x		
City of San Bernardino	x									x		
City of Upland										x		
City of Yucaipa	x									x		
County of San Bernardino - Valley										x		
TOTAL	7	\$ -	\$ -	\$ -	\$ -	1	\$ -		16	\$ -		
79 Mountain/Desert Jurisdictions												
City of Barstow						x			xx			xx
County of San Bernardino N. Desert ⁽¹⁾						x			x			x
City of Needles	x					x			x			x
County of San Bernardino Colorado Rvr ⁽¹⁾									x			x
City of Big Bear Lake	x					x			xx			xx
County of San Bernardino Mountains ⁽¹⁾									xx			xx
City of Twentynine Palms						x			x			x
Town of Yucca Valley						x			xx			xx
County of San Bernardino Morongo Basin ⁽¹⁾									x			x
City of Adelanto						x			x			x
City of Hesperia						x			x			x
City of Victorville						x			x			x
Town of Apple Valley	x					x			x			x
County of San Bernardino Victor Valley ⁽¹⁾									x			x
TOTAL	3	\$ -	\$ -	\$ -	\$ -	10	\$ -		14	\$ -	14	\$ -
Mountain/Desert Transit Operators/Claimants												
City of Barstow												
Morongo Basin Transit Authority ⁽²⁾												
Mountain Area Regional Transit Authority												
City of Needles												
Victor Valley Transit Authority												
TOTAL	10	2	2	3	3	11	4	3	14	30	14	14
AUDITS OF 2009 TOTAL												

(1) A single TDA Art. 8a audit is required for County
(2) Art. 3 Audit to be combined with TDA Art. 4 Audit
XX=Extra work required due to jurisdiction bond indebtedness
RFP08163-vb.xls

Attachment A

Valley Jurisdictions	Audits Required for Fiscal Year 2010 and Cost per Audit									
	Transportation Development Act					PTMISEA	Single Audit	Measure I		
	Art. 3	Art. 4	Art. 8c	Art. 8a				Arterial	Local	Transit
City of Chino				x					x	
City of Chino Hills									x	
City of Colton	x								x	
City of Fontana									x	
City of Grand Terrace									x	
City of Highland	x								x	
City of Loma Linda									x	
City of Montclair									x	
City of Ontario									x	
City of Rancho Cucamonga									x	
City of Redlands									x	
City of Rialto									x	
City of San Bernardino									x	
City of Upland									x	
City of Yucaipa									x	
County of San Bernardino - Valley	x								x	
TOTAL	3	\$ -	\$ -	\$ -	1	\$ -			16	\$ -
Mountain/Desert Jurisdictions										
City of Barstow								xx		xx
County of San Bernardino N. Desert ⁽¹⁾								x		x
City of Needles								x		x
County of San Bernardino Colorado Rvr ⁽¹⁾								x		x
City of Big Bear Lake								xx		xx
County of San Bernardino Mountains ⁽¹⁾								xx		xx
City of Twentynine Palms								x		x
Town of Yucca Valley								xx		xx
County of San Bernardino Morongo Basin ⁽¹⁾								x		x
City of Adelanto								x		x
City of Hesperia								x		x
City of Victorville	x							x		x
Town of Apple Valley								x		x
County of San Bernardino Victor Valley ⁽¹⁾								x		x
TOTAL	1	\$ -	\$ -	\$ -	10	\$ -		14	14	\$ -
Mountain/Desert Transit Operators/Claimants										
City of Barstow										
Morongo Basin Transit Authority ⁽²⁾		x								
Mountain Area Regional Transit Authority		x								
City of Needles										
Victor Valley Transit Authority										
TOTAL	4	2	3	3	11	\$ -		14	30	14
AUDITS OF 2010 TOTAL										

(1) A single TDA Art. 8a audit is required for County
(2) Art. 3 Audit to be combined with TDA Art. 4 Audit
XX=Extra work required due to jurisdiction bond indebtedness
RFP08163-vb.xls

ATTACHMENT B

SAN BERNARDINO ASSOCIATED GOVERNMENTS TRANSPORTATION DEVELOPMENT ACT 2008 COMPLIANCE GUIDE

INTRODUCTION

This guide has been prepared to meet the requirements of the Transportation Development Act (TDA) with respect to compliance audits of claimants. The Public Utilities Code (PUC) sections, California Code of Regulations (CCR) sections, and SANBAG Guidelines included herein are significant in auditing for conformance and are to be reviewed by the auditor to determine the claimant's compliance with TDA requirements. It is SANBAG's opinion that a compliance review of the sections referred to in this guide will meet the requirements of PUC Sections 99245 or 99245.2 and CCR Sections 6664, 6666, and 6667 for most claimants.

In the event that certain claimants are subject to sections not stated herein, the provisions of the Transportation Development Act and the California Code of Regulations for the audit year shall control the determination of compliance.

The annual fiscal audit shall include a certification that funds allocated to the claimant were expended in conformance with applicable laws, rules, and regulations of the Transportation Development Act and allocation instructions of the San Bernardino Associated Governments. Refer to EXHIBIT C for a suggested statement of compliance.

AUDITING FOR COMPLIANCE

Application of the following procedures will provide a standard approach in auditing for compliance and should be applied during the preliminary stages of the fiscal audit:

- Obtain and review relevant documents and statements.
- Review tasks 1-15; perform as appropriate.
- Interview responsible personnel as to compliance with laws, rules, and regulations.
- Seek verification of above interviews.
- Document the conformance review.

The procedures are described in detail in the following text.

Obtain and Review Relevant Documents and Statements Including:

- TDA claim/claims corresponding to fiscal year being audited and related allocation instructions.

- Statement by claimant that an effort was made to obtain federal funds for any major capital intensive improvement.
- Management statements designating exemptions, waivers and/or provisions of the Transportation Development Act that claimant may be subject to that are not identified in Tasks 1-15.
- Copy of claimant's Budget and Short Range Transit Plan where applicable.
- Copy of State Controller's Uniform System of Accounts and Records for Transit Operators.
- Current copy of Transportation Development Act Statutes and Code of Regulations, and the SANBAG TDA Compliance Guide. Legislative changes may occur subsequent to the 2008 version of SANBAG Guide. Prior to conducting the audits for any fiscal year, a meeting with SANBAG staff will be required to determine new compliance issued that may be applicable. Additionally, certain applicants may be subject to or exempted by certain provisions not indicated by Tasks 1-15.
- Books, records, financial reports, and other pertinent data of claimant.

Review Tasks Numbers 1-15; Perform as Appropriate

Interview Responsible Personnel as to Compliance with Laws, Rules and Regulations

Upon identification of the applicable laws, rules, and regulations relating to compliance tasks, responsible personnel representing claimant should be questioned as to claimant's compliance. Comments and observations should be encouraged in addition to yes and no responses. If non-compliance is suggested or determined, further discussion should be held with senior personnel.

Seek Verification of Above Interviews

Two of the factors that generally determine the amount of evidence necessary to verify compliance are:

- The procedures and systems of controls used by the claimant to ensure reliability of management information;
- The significance of the compliance area. (The auditor should obtain more evidence to verify compliance if procedures or controls are not adequate or the compliance area is significant.)

The process of verifying compliance answers may involve:

- Testing the records and procedures of the claimant.
- Observing the operations and physical assets of the claimant.
- Analyzing information and data.
- Interviewing additional personnel.

The procedures selected to verify compliance answers are a matter of judgment on the part of the auditor. However, regardless of the method selected, the auditor should be satisfied that the answers given during the compliance interviews are accurate and correct in all material respects.

Document the Compliance Review

The determination of compliance with applicable laws and regulations should be documented.

A simple and effective method of documenting the compliance review is to use a columnar workpaper to record the responses and comments of the claimant and the types of procedures used to verify the responses and comments. EXHIBIT A illustrates the above procedure.

COMPLIANCE AUDIT TASKS

In order to meet the compliance audit provisions of the Public Utilities Code (PUC) Section 99245 or 99245.2 and the California Code of Regulations (CCR) Section 6664, the tasks contained herein should be completed by the auditor in addition to the tasks prescribed by current legislative and/or regulatory changes and any additional provisions specifically applicable to claimant.

TASK 1 (All Claimants)

Determine that claimant is eligible under one of the following Transportation Development Act Articles:

PUC 99234	Article 3 (SB821) Pedestrian and Bicycle Facilities
PUC 99260 99260.2 99260.5 99260.6 99260.7	Article 4 Public Transportation Systems
PUC 99275	Article 4.5 Community Transit Services
PUC 99233.7	Article 4.5 Consolidated Transportation Service Agencies
PUC 99313 99314	Article 6.5 (SB620) State Transit Assistance Fund
PUC 99407	Article 8 Pedestrian and Bicycle Facilities
PUC 99400(c), (d), (e)	Article 8 Public Transit Services
PUC 99400(a) 99402	Article 8 Local Streets and Roads
PUC 99400.5	Article 8 Multi-modal Transportation Terminals

Task 2 (All Transit Claimants)

PUC 99243 CCR 6637	Determine that claimant has maintained accurate and complete records and has prepared and submitted an annual report of its operations in accordance with the Uniform System of Accounts and Records adopted by the State Controller.
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TASK 3 (All Transit Claimants)

- CCR 6634** Determine that claimant did not receive TDA funds in excess of the amount claimant was eligible for. If it is found that excess funds have been received, determine that they have been properly accounted for. Identify by footnote to the financial statement the manner in which the agency has treated any excess.
- Determine that claimant has not recorded as income or as an account receivable any TDA allocations being reserved in the Local Transportation Fund (LTF) or committed in the State Transit Assistance Fund (STAF). If either case is determined, the financial statement should be footnoted.

TASK 4 (Article 6.5 Claimants Only)

- PUC 99314.5** Determine that claimant was eligible to receive State Transit Assistance.
- PUC 99314.6** Determine that claimant was eligible to receive State Transit Assistance for operating assistance, including but not limited to verifying the operators' operating cost per revenue hour does not exceed the prior year operating cost per revenue hour adjusted by the Consumer Price Index or the average cost per revenue hour of the past three years adjusted by the CPI.
- The actual cost per revenue hour comparison must be calculated in footnotes.

TASK 5 (All Claimants)

- CCR 6649** Determine that funds expended were eligible for expenditures under the provisions of the Transportation Development Act. Determine that proposed budgets contained within the claim for the audit year are consistent with the audited financial statements and the Short Range Transit Plan or Transit Operating and Capital Plan. If an excess exists, refer to Task 3.

TASK 6 (All Claimants)

- CCR 6636** Determine that claimant has expended funds in accordance with the terms of the allocation instructions of the San Bernardino Associated Governments. Verification of the expenditure of funds in conformance with the instructions should be on the basis of material conformance.

TASK 7 (Article 6.5 Transit Claimants Only)

CCR 6751 Determine the amount of STA funds apportioned and received by the operator.

TASK 8 (All Transit Claimants)

CCR 6649 Include in the footnotes a detailed breakdown of TDA funds held by the claimant in its own account. For each unspent dollar in a claimant's account, determine:

1. The years in which such funds were authorized for allocation and subsequently received by the claimant (include original allocation numbers);
2. The identification of obligations and commitments to spend such funds.

SANBAG will require all unobligated STA funds to revert to the STAF.

SANBAG may require all unobligated LTF to revert to the LTF or apply the amount against future requests for funding. Any LTF revenues returned to the LTF fund will be considered unallocated apportionments to be retained in the LTF for the same area of apportionment

TASK 9 (All Transit Claimants)

PUC 99268 Determine whether claimant has met the applicable fare ratio requirement.

99268.1

99268.2

99268.3 Financial statement should be footnoted as to which section is applicable to claimant. If subject to fare ratio, the required ratio should be stated in the footnote.

99268.4

99268.5

99268.6

99268.8 The actual fare ratio must be calculated in footnotes.

99268.9

99268.10

99268.11

99268.12

99268.16

99268.17

99268.19

99270.1

99270.2

99405

TASK 10 (Article 4 Claimants Only)

PUC 99271 99272 99273	Determine that the employee retirement system or pension plan of claimant is in conformance.
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TASK 11 (All Claimants)

PUC 99301	Determine that interest earned on TDA funds allocated is properly accounted for and was expended only for those purposes for which the funds were allocated.
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TASK 12 (All Transit Claimants)

Determine if claimant received support services and, if so, did claimant comply with the requirements of the State Controller's Uniform System of Accounts through identifying the value of such services provided.

TASK 13 (All Transit Claimants with Charter Services)

PUC 99250	Determine if the claimant has met the minimums and rates specified in PUC Section 99250.
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TASK 14 (All Transit Claimants)

PUC 99155 99155.5	Determine that the claimant is in compliance with Sections 99155 and 99155.5 concerning reduced fares for seniors, handicapped and disabled veterans; identification cards; service area residency requirement prohibition; dial-a-ride and paratransit services.
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TASK 15 (All Claimants)

PUC99245 CCR 6664	Determine that claimant has complied with legislative or regulatory code changes that have occurred subsequent to the publication of the SANBAG Compliance Audit Guide and to additional provisions of the Transportation Development Act that are specifically applicable to claimant.
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EXHIBIT A

Documenting the Compliance Review

Applicable Laws And Regulations	Agency Responses		Procedures Used to Verify Agency Response			Name of Personnel Interviewed
	Compliance	Comments	Inquiry	Test	Observation	Analysis
	YES	NO				
Code Section	X		W/P		W/P	
Code Section	X		W/P	W/P		
Code Section	X		W/P	W/P		W/P
Code Section		X explanation	W/P			
Code Section	X		W/P	W/P		
Code Section		X explanation	W/P			
Code Section	X		W/P			
Code Section		X explanation	W/P			
Code Section		X explanation	W/P			
Code Section	X		W/P			

N/P = Workpapers

EXHIBIT B

Suggested Statement of Compliance

In connection with our examination we also performed, to the extent applicable, the fifteen tasks contained in "SANBAG Transportation Development Act 2005 Compliance Guide" published by the San Bernardino Associated Governments.

In our opinion, the funds allocated to _____ were expended in compliance with the applicable laws, rules, and regulations of the Transportation Development Act and the allocation instructions of the San Bernardino Associated Governments.

Glossary

Allocation: An amount of TDA monies approved by SANBAG reserved or disbursed to a claimant.

Allocation Plan: The documentation identifying, accumulating, and distributing allowable costs under grants and contracts together with the allocation methods used. As used in this guide, the cost allocation plan is that prepared pursuant to Office of Management and Budget Circular OMB-A-87.

Apportionment: For each fiscal year, the maximum amount for which claimants in any one area may apply.

Assignment: Monies which a city, county, or transit district authorizes to be claimed by an agency other than itself. Assignments are normally made to support the operation of a joint powers transit authority and to undertake cooperative projects. This action may also be referred to as a "transfer".

CEQA: California Environmental Quality Act enacted in 1970 which requires environmental reporting on all "projects" which significantly affect the environment.

Claimant: A city, county, or operator that is eligible to file a TDA claim. Other derivation terms such as "applicant" mean the same.

Common Carrier: An operator of passenger buses whose operations are conducted pursuant to the jurisdiction and control of the State Public Utilities Commission. Common carrier does not apply to operators with 98% or more of their total route mileage exclusively within the limits of a single city.

Consolidated Transit Service Agency: This type of agency is eligible for Article 4.5 funds under specific funding criteria as amended into the TDA by AB120, and includes an agency formed to consolidate social service transit operations in order to increase service and cost-effectiveness, to improve driver training, vehicle dispatching and maintenance, and to provide better administration of social service transit operations.

County Transportation Commission: County Transportation Commissions were created by AB 1246 to coordinate short range transportation planning in Los Angeles, Orange, Riverside, Ventura and San Bernardino Counties.

Depreciation: An expense that records the diminishing value of certain assets, but does not represent an actual cash outlay.

Elderly: Persons 60 years of age or older.

Enterprise Fund: A method of accounting which treats an activity like a commercial entity and which encompasses a complete set of self-balancing accounts, thereby enabling the preparation of financial statements which depict financial position and results of operations by fiscal period.

Fare Revenue: This revenue includes all revenues in the following uniform system of accounts revenue classes:

- 401.000 Passenger Fares for Transit Service
- 402.000 Special Transit Fares
- 403.000 School Bus Service Revenues

Fare revenue also includes cash donations made by individuals in lieu of prescribed fares. Also, in the case of claimants' allocated funds to pay contract transit costs to another entity, fare revenues include the amount of fares received by the entity providing the service and not transferred to the claimant.

General Public Transportation: Transportation services which are provided using vehicles for use by the general population in the service area.

Included Municipal Operator: A city that is included within a transit district and that has continuously provided public transportation services since January 1, 1981 (also see "Operator").

Joint Powers Agreement (JPA): A legally binding agreement between two or more units of government which establishes a multi-jurisdictional special district with specified powers and responsibilities, e.g., to provide public transportation.

Local Transportation Fund (LTF): The fund established in each county pursuant to the Transportation Development Act and administered by SANBAG. One-fourth of one cent of state sales tax generated in each county is returned to the county of origin and deposited in the fund to be used for transportation purposes.

Municipal Operator: A city or county, including any nonprofit corporation or other legal entity wholly owned or controlled by a city or county, that operates a public transportation system which is not included within an existing transit district (see PUC Section 99209 and "Operator").

NEPA: National Environmental Policy Act, enacted in 1969, which requires environmental reporting on all "projects" which significantly affect the environment.

Nonprofit Corporation: Any corporation organized for any lawful purposes which does not contemplate the distribution of gains, profits, or dividends to the members thereof, such as religious, social and public transportation corporations.

Non-urbanized Area: The areas outside of urbanized areas as defined by population figures from the latest Federal census. An operator serves a "non-urbanized area" if 50% or more of the population of its service area is located within the boundaries of a non-urbanized area.

Operating Cost: The total operating cost as reported by the operator under the Uniform System of Accounts and Records, pursuant to Section 99243 and subdivision (a) of Section 99247.

Operator: For the purposes of filing an Article 4 Public Transportation claim a transit district, included municipal operator, or municipal operator must own or lease the equipment, establish routes and service frequencies, regulate and collect fares, and otherwise control the efficiency and quality of the operation of the system (see PUC Sections 99209.5 and 99210-Performance Audits).

Performance Audit: An independent, triennial audit to evaluate the efficiency, effectiveness, and economy of the activities of SANBAG and each County Transportation Commission and transit operator in the region.

Person with a Disability: Individuals who by reason of illness, injury, age, congenital malfunction, or other permanent or temporary incapacity or disability, including but not limited to individuals confined to a wheelchair who are unable, without special facilities or special planning or design, to utilize public transportation facilities and services as effectively as persons who are not so affected. (See PUC Section 99206.5)

Private Corporation or Entity: A corporation, company, association, or joint stock association engaged in transacting business for compensation within the state.

Productivity Committee: A committee whose membership consists of representatives from management of the operators, employee organizations, and users of transportation services that will provide advice on productivity improvements.

Public Transportation Modernization, Improvement and Service Enhancement Account: The funds are part of a comprehensive voter-approved transportation bond investment package. Projects shall help advance the state's policy goals of providing mobility choices for all residents, reducing congestion and protecting the environment.

Regional Transportation Plan (RTP): The plan adopted every three years by SCAG to establish transportation policies and to guide development of transportation in Southern California. The RTP relates transportation to land use, population, environmental and social policy issues, and is required by state and federal law.

Reserve: An allocation of TDA monies to be held in the fund by the county auditor for a period not exceeding three years.

Revenue Vehicle Hours: The total number of hours that each transit vehicle is in revenue service.

Short Range Transit Plan (SRTP)/Transit Operating and Capital Plan (TOCP): Document prepared by operators or sub-regional agencies to meet federal, state, SCAG, and SANBAG planning requirements related to programming transit grant monies.

Specialized Transit for Elderly and Handicapped: Transportation services which are provided using vehicles for the exclusive use of elderly and handicapped persons.

State Transit Assistance Fund (STAF): This fund was created by the passage of SB 620 to

supplement existing funding sources for public transit services. County Transportation Commissions will administer funds in their respective counties.

Transit District: A public district organized pursuant to state law and designated in the enabling legislation as a transit district or rapid transit district to provide public transportation service

Transit Service Claimant: A claimant filing a public transportation claim under Article 4.5 (community transit services) or Article 8 (contract transit services). (See PUC Section 99275 and 99400(c))

Transportation Development Act (TDA): Enacted by the State Legislature as SB 325 in 1971 and subsequently amended. The Act created a Local Transportation Fund (LTF) in each county in which one-fourth of one cent of the state sales tax generated in the county is deposited annually, to be used for transportation purposes. The Transportation Development Act statutes and administrative code are set forth in the "Transportation Development Act of 1971", as amended, and the Secretary of Business and Transportation's Rules and Regulations (California Code of Regulations).

Transportation Improvement Program (TIP): Federal and state mandated document that lists a multi-year program of transportation projects federal, state, and local funding.

Transportation Planning Agency (TPA): A planning agency designated by the Secretary of Business and Transportation with responsibility for administering the local transportation funds for the area under its jurisdiction. SANBAG has been given statutory designation as the TPA for San Bernardino County (PUC 99214).

Uniform System of Accounts: The chart of accounts and financial reporting format specified by the State Controller and required of all public transportation claimants (see PUC Section 99243 and Section 6637 of the Administrative Code).

Urbanized Area: The areas are defined by population figures from the latest Federal Census. An operator serves an "urbanized area" if 50% or more of the population of its service area is located within the boundaries of an urbanized area, with exceptions as specified in PUC Section 6645.

ATTACHMENT C

Measure I Financial/Compliance Requirements

- Task 1** - Determine that the recipient has complied with the financial accounting guidance established in Measure I Policies. This includes the establishment of a special Measure I account with interest accruing to the special account. In the Mountain/Desert subareas, Measure I revenues shall be allocated to separate regional/arterial, local, and elderly and handicapped transit accounts with interest accruing to each.
- Task 2** - Determine that the recipient has complied with expenditure guidance established in the Measure I policies. This includes expenditure for transportation purposes only and only for projects contained in the agency's adopted Five Year Capital Improvement Program. Determine that any equipment purchases are used exclusively for street purposes and have proper records and reimbursements made upon disposal. Administrative charges shall be based on actual expenses, a uniform allocation plan, or other reasonable basis.
- Task 3** - Determine that the recipient has complied with the guidelines established for adoption of Measure I Five and Twenty Year Capital Improvement Plans as provided in the Measure I Policies.
- Task 4** - Determine that the recipient has adopted the annual Resolution, Five Year Capital Improvement Plan, and Twenty Year Transportation Plan specifying projects to be funded by Measure I. A copy of the resolution, the plan and any amendments shall be provided to San Bernardino Associated Governments.

SANBAG Acronym List

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AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CAC	Call Answering Center
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CHP	California Highway Patrol
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CSAC	California State Association of Counties
CTA	California Transit Association
CTAA	Community Transportation Association of America
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DMO	Data Management Office
DOT	Department of Transportation
E&H	Elderly and Handicapped
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
ETC	Employee Transportation Coordinator
FEIS	Final Environmental Impact Statement
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICMA	International City/County Management Association
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds
MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MIS	Major Investment Study
MOU	Memorandum of Understanding

SANBAG Acronym List

2 of 2

MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
MTP	Metropolitan Transportation Plan
NAT	Needles Area Transit
OA	Obligation Authority
OCTA	Orange County Transportation Authority
OWP	Overall Work Program
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PPM	Planning, Programming and Monitoring Funds
PSR	Project Study Report
PTA	Public Transportation Account
PVEA	Petroleum Violation Escrow Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
ROD	Record of Decision
RTAC	Regional Transportation Agencies' Coalition
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SANBAG	San Bernardino Associated Governments
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SED	Socioeconomic Data
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
S RTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century
TIA	Traffic Impact Analysis
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TOC	Traffic Operations Center
TOPRS	Transit Operator Performance Reporting System
TSM	Transportation Systems Management
USFWS	United States Fish and Wildlife Service
UZAs	Urbanized Areas
VCTC	Ventura County Transportation Commission
WTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments

San Bernardino Associated Governments



MISSION STATEMENT

To enhance the quality of life for all residents,
San Bernardino Associated Governments
(SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient,
multi-modal transportation system
- Strengthen economic development
efforts
- Exert leadership in creative problem
solving

To successfully accomplish this mission,
SANBAG will foster enhanced relationships
among all of its stakeholders while adding
to the value of local governments.

Approved June 2, 1993
Reaffirmed March 6, 1996